

GRACE EVANGELICAL LUTHERAN CHURCH
1610 Carlisle Road, Camp Hill, PA 17011 phone 717-737-0439

Kentland Lodge

RULES AND REGULATIONS --- RENTAL AGREEMENT

RENTAL POLICY

- Upon booking the Kentland Lodge all security deposits must be submitted with the rental agreement. This will secure the date of your event. **The rental fee must be paid in full at least two weeks prior to your event.** The representative listed on the rental application form **MUST** be in attendance at the event. No pets, smoking, or alcoholic beverages are permitted.

SECURITY DEPOSIT

- A \$150.00 REFUNDABLE SECURITY DEPOSIT IS REQUIRED when using the Kentland Lodge. A refund check will be forwarded to you within 7 business days after your event, pending inspection.

SECURITY DEPOSIT REFUND

- The Security Deposit **will not** be refunded to the applicant if the following conditions occur:
 1. Damage occurs to the Kentland Lodge during the time of the event as determined by the Church Sexton, Business Manager, or the designated employee.
 2. The Kentland Lodge is not returned to the condition it was found prior to your event. Additional costs may be assessed if repair or replacement exceeds the security deposit.
 3. If the Kentland Lodge is not vacated by the designated time agreed upon in the rental contract.

REQUIRED CLEANUP

- **In order to receive the FULL security deposit** the following clean up must be completed:
 1. **All trash, garbage, and paper must be removed from the Kentland Lodge**, including rest rooms. The Church supplies trash cans and liners. There is a dumpster for regular trash; as well as the appropriate recycling containers located outside of the Kentland Lodge. **NO REGULAR TRASH IS TO BE PUT IN THE RECYCLING CONTAINERS.** All or a portion of the security deposit will be with held if this is not completed.
 2. All tables, chairs, and any other furniture moved during your event must be returned to the positions they held prior to being moved by your group. All or a portion of the security deposit will be with held if this is not completed.
 3. Sweeping, vacuuming, wiping down of table tops and counters and clean up of the grounds is required as per the Kentland Lodge User's Clean-up Checklist. There are dust pans, brooms, and a vacuum available at the Kentland Lodge. All or a portion of the security deposit will be with held if this is not completed.

DECORATIONS

- **YOU MAY ONLY DECORATE THE DAY OF YOUR EVENT.** All decorations must be removed IMMEDIATELY after your event. All or a portion of the security deposit will be with held if this is not completed.
 1. No decorations should be attached to the ceilings or to the walls. Only masking tape can be used to put up signs or other decorations. All or a portion of the security deposit will be with held if this is not completed.
 2. No glitter or confetti may be used. All or a portion of the security deposit will be with held if this is not completed.

CANCELLATIONS

- **NO refund of rental fees or security deposit will be given for reservations cancelled less than two weeks prior to a scheduled event EXCEPT** in emergency situations with the prior approval of the Business Manager, or other designated church employee.

KEY PICK UP AND RETURN

- The key to the Kentland Lodge may be picked up during the week of your event, **between 9:00am and 12:00noon Monday through Friday** at the church business office. There will be a **\$25.00 fee** for failure to pick up the key during this designated time period if your failure results in additional employee time to provide you with a key.
- The key **must** be returned to the church office within 2 business days following your event. The security deposit will not be returned until the key to the Kentland Lodge is delivered back to the church office. A fee may be charged and deducted from the security deposit if the key is not returned within the two business days following your event.

Any person/persons violating any of the rules and regulations may be asked to leave the church property and/or may not be eligible to rent the Kentland Lodge for future events.

I understand as the Representative I am responsible for adherence to these rules and regulations, the condition of the Kentland Lodge and any damages incurred during my group's use of the Kentland Lodge for our event. I have read and understand the rules and regulations governing the use of the Kentland Lodge and I agree to comply with all the requirements as stated. I agree to assume all responsibility for any damages incurred beyond normal wear and tear and also assume all liability for personal damages or injuries incurred through the use of the Kentland Lodge and relieve Grace Evangelical Lutheran Church and its officials of any responsibility for such activities.

PLEASE LIST THE REPRESENTATIVE'S NAME AND TO WHOM THE SECURITY DEPOSIT CHECK SHOULD BE MAILED:

Representative's Name (please print)

Name to mail security deposit

Address

Address

Phone numbers

Name and address of Organization, if any

REPRESENTATIVE'S SIGNATURE _____

Event Date(s) _____ **Time(s) from** _____ **to** _____

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FOR CHURCH USE ONLY

Verified Event Date(s) _____ **Time(s) from** _____ **to** _____

AUTHORIZED SIGNATURE _____ **DATE** _____

Security Deposit of \$150.00 received _____

Date refunded _____ **amount** _____

Rental fee of _____ **received** _____

BALANCE DUE _____ **required by** _____

Key picked up _____ **returned** _____

Signature of individual picking up key _____

