

**GUIDELINES FOR USE AND RENTAL OF
HOPE LUTHERAN Chapel
OSAGE BEACH**

The facilities of the church are available to both members and non-members of Hope Chapel. Members may use the church for church-related activities (wedding, showers, etc.) at no charge. (Donations will be accepted.)

Non-members will be charged a fee of \$50.00 for use of the Sanctuary and \$50.00 for use of the fellowship hall-kitchen. Exceptions may be made to certain non-profit organizations at the discretion of the Board of Trustees, Hope Lutheran Chapel.

Charges for custodial services are: Sanctuary \$50.00 - Fellowship Hall/Kitchen \$50.00

Custodial services **INCLUDE**
vacuuming the sanctuary
Sweeping and vacuuming basement
Sweeping sidewalks, if needed
Cleaning the bathrooms
Opening and closing church building

Users are responsible for
Setting up tables and chairs
Taking down tables and chairs
Removing flowers or other decorations
Cleaning tables
Furnishing dish towels
Disposing of Trash

Any person wishing to perform the custodial services listed should contact the Board of Trustees. In addition there will be a \$50.00 deposit for Sanctuary and a \$50.00 deposit for the Fellowship Hall. Refund of deposit/s will be made after inspection by the custodian

APPLICATION FOR USE OF HOPE LUTHERAN CHAPEL, OSAGE BEACH 65065

Name _____ Phone _____

Address _____

Organization _____
group) _____

I wish to use the facilities checked below on (date) _____ (time) _____

I will need additional preparation time on (date) _____ (time) _____

Please check area/s needed:

Church Nave ____ Fellowship Hall ____ Church Office ____

Church Kitchen ____ Church Grounds ____ Other ____

I wish to do my own custodial services _____

Church facilities will be used for:

Wedding ____ Bride _____ and Groom _____

Flowers will be left for Sunday Worship Services: YES ____ NO ____

Meeting ____ Organization Name _____

Other _____

Applicant's Signature _____

RETURN APPLICATION AND FEES TO: Chairman, Board of Trustees
Hope Lutheran Chapel
1027 Industrial Drive
Osage Beach, MO 65065

NOTE: Official, unscheduled congregational functions, such as funerals, emergency meetings, etc., take priority. The approval of this application is subject to cancellation when conflicting with such emergencies.

Approved for: Date _____ Time _____ Chairman, Board of Trustees