



# INTERSECTION RENTAL APPLICATION

# Zion Lutheran

*Where Light and Life Intersect*

**Hours: 9am—9pm**

## USE OF FACILITIES

- Church facilities are available to Zion partners and others for immediate family and personal use and to non-profit, non-political community service groups.
- Scheduling is to be done through the Director of Communications in the church office. (*Usage cannot conflict with regular programs or events of the congregation. In the event of a funeral, special congregational need or local emergency, you may be asked to make other arrangements or reschedule*). Applications must be filled out completely and submitted to the church office for approval. Event must be within one year of request. Applicant must be at least 21 years of age.
- Groups must provide their own napkins and linens, etc. Church food preparation items, dishes and silver, coffee pots, games, athletic equipment, etc. may be used in the building where they are located. Events serving meals (*sandwiches, hot foods, salads, etc.*) are to be held in the Intersection Lounge. No food or beverages (*except bottled water*) are allowed in other areas.
- **Lounge furniture (including couches, booths, pool table and foosball table) is NOT to be moved.** Upper Room chairs may be moved, but must be put back to their original arrangement.
- All Events must take place during the time period of 9am – 9pm of the same day unless prior approval is granted.
- Long term/extended use fees will be determined by special request to Zion's Congregational Council. Long term or extended use is defined by a request for 5 consecutive days or more, or a reoccurring event.

## KEY POLICY/DEPOSIT

- A key to the facility will be issued and picked up at the church office. Keys should be placed in the Key Drop Box located inside the North door to the Lounge at the end of your scheduled event. (*If a key is lost or misplaced a substantial charge may be incurred by the renter to replace the key and locks*). Notify the church office immediately! 641-357-5261

## RESTRICTIONS

- **There is no smoking or alcoholic beverages allowed in the church facilities.**
- Non-church functions will not be scheduled at the Intersection on the following days; New Year's Eve, New Year's Day, Saturday evening before Easter, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day.
- No tape, tacks, etc. may be used on any structure of the facilities.

## EQUIPMENT

- Audio Video equipment may be used at the discretion of the Facilities Manager and is only available for use in the buildings. There is an orientation and usage fee of \$25.00 for audio video equipment usage. Additional fees may be charged at the discretion of the Facilities Manager if an audio video technician is required for the event. Office equipment will be strictly limited to staff and authorized persons.

## FEES

- A nominal usage fee is charged per event and per room used. Time requested needs to include set up and clean up. It is the renters responsibility to restore the facility to its original condition.

### **Rooms available:**

- **Lounge:** full kitchen, booth seating, sectionals, pool table, foosball tables, HD cable TV, three 52" HDTV's and a blu-ray DVD player.
- **Gym:** basketball, volleyball, dodge ball, ping pong and carpet pool..
- **Upper Room:** low rise stage, seating up to 100. (audio-video equipment available at additional cost: HD projector, big screen, blu-ray DVD player).

### **WIRELESS INTERNET ACCESS**

**Organizations or groups using facilities are requested to provide a copy of their Certificate of Insurance with Zion named as additional named insured with a minimum limit of \$500,000.**

### **Emergency Contact:**

Name: Mark Holck

Phone: 641-529-2062

# Intersection Rental Application

**Time:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Renter: \_\_\_\_\_

Date requested: \_\_\_\_\_

Purpose of rental: \_\_\_\_\_

Time requested: \_\_\_\_\_  
Start: \_\_\_\_\_ End: \_\_\_\_\_

Renter address: \_\_\_\_\_

City/State: \_\_\_\_\_

Contact during event: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Please select ~ Room(s) : 1 or any combination

Lounge     Gym     Upper Room

Partner status:  Official Zion partner     Non-Zion partner

Equipment needed:  A-V in the Lounge     stove     microwave

A-V in the Upper Room     dishwasher     refrigerator

\$25.00 additional fee

~ I have read the Intersection Rental Application and agree to abide by the rules and procedures. I understand there may be additional charges if any damage occurs. I understand that I am responsible for cleaning up and restoring the rooms to their original appearance. I also understand that my deposit check will be mailed back to me upon post use inspection or any portion of my deposit will be kept by Zion Lutheran if an inspection shows damage as a result of my usage.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reservations become final when deposit is received.  
**\$100.00 refundable security deposit required.** Deposit should be a separate check made payable to Zion and will be returned by mail following an approved post use inspection. Amount of refundable deposit is dependant upon post use condition.  
 Payment in full is required before event and before the key is issued.  
 Additional charges may be incurred beyond the deposit if there is facility damage.

50% usage fee discount for all Zion partners		
Gym	\$40.00 / day	
<b>Rooms: Daily Fee</b>	<b>1st two hours</b>	<b>each addtl hr</b>
Upper Room	\$40.00	\$10.00
Lounge	\$50.00	\$10.00
Gym & Lounge	\$75.00	\$15.00
Gym & Upper Room	\$60.00	\$15.00
Lounge & Upper Room	\$60.00	\$15.00
All 3 rooms	\$100.00	\$20.00

Internal Office use Only	
Deposit ck #:	_____
Usage fee ck#:	_____
Key issued, date & to:	_____
Post inspection by/date:	_____