

Church Personnel Contact Information

Susie Powell—423-4769

Receptionist / Event Coordinator
s.powell@sheridanlutheran.org

Jean Poppert—423-4769

Director of Business & Finance
j.poppert@sheridanlutheran.org

Sheridan Lutheran Church is a

**SMOKE FREE
&
ALCOHOL FREE**

Campus

OUR MISSION: Sheridan Lutheran Church is a community of Christ's followers, who have been called by God to love deeply, grow spiritually, and share abundantly!

Revised: 11/2010

FACILITY USE AGREEMENT

Organization: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Daytime Phone: _____

Email: _____

Type of Activity: _____

Arrival Time: _____

Finish Time: _____

DESCRIPTION OF SERVICES:

Event: _____

Date & Time: _____

Space Requested: _____

Charges: _____

The Renter is liable for damage to the buildings, to grounds, to furniture, and/or to equipment of Sheridan Lutheran Church, and for the safety of all guests. The Renter will be held responsible for costs for repair that exceed normal wear and tear. The security deposit will be used to pay for such costs. Costs that exceed the amount of the security deposit will be charged to the Renter and collected after the event. The Renter also agrees to indemnify and hold harmless Sheridan Lutheran Church from any loss, damage, or liability to property or persons resulting from facility use.

Signature of Renter:

Signature of Sheridan Representative:

FACILITY INFORMATION



Love
Deeply

Grow
Spiritually

Share
Abundantly

Sheridan Lutheran Church
6955 Old Cheney Road
Lincoln, NE 68516
Phone: (402) 423-4769
Fax: (402) 423-4797
email: sheridan.info@sheridanlutheran.org
Website: www.sheridanlutheran.org



Facility Charges

Worship Center

Wedding (800 Seating) \$ 800.00

- * Pre-marriage Instruction (FOCCUS)
 - * Pastor (Honorarium)
 - * Wedding Coordinator
 - * Sound System Tech
 - * Custodian
 - * Church Organist/Pianist
- (weddings can only be scheduled by church members)

Other Events (eg., meetings, recitals, etc.) **\$100.00**

Chapel

Events (eg., meetings, recitals, etc.) **\$ 75.00**

Family Life Center & Great Room

(maximum use 4 hours, then \$25 per hour)

- Events with use of Kitchen **\$ 150.00**
- Events without use of Kitchen **\$ 100.00**
- Set up by custodians **\$ 50.00**

Waffleman Events (Family Life Center only)—extra \$50

Gathering Room (use—4 hours)

- Per Event **\$ 50.00**
- Set up by custodians **\$ 15.00**

Room Usage (use—4 hours)

- All other Rooms **\$ 35.00**
- Set up by custodians **\$ 15.00**

Small Kitchen \$ 10.00

Retreat Center \$ 25.00

Usage of Parking Lot

Call Church Office for Information

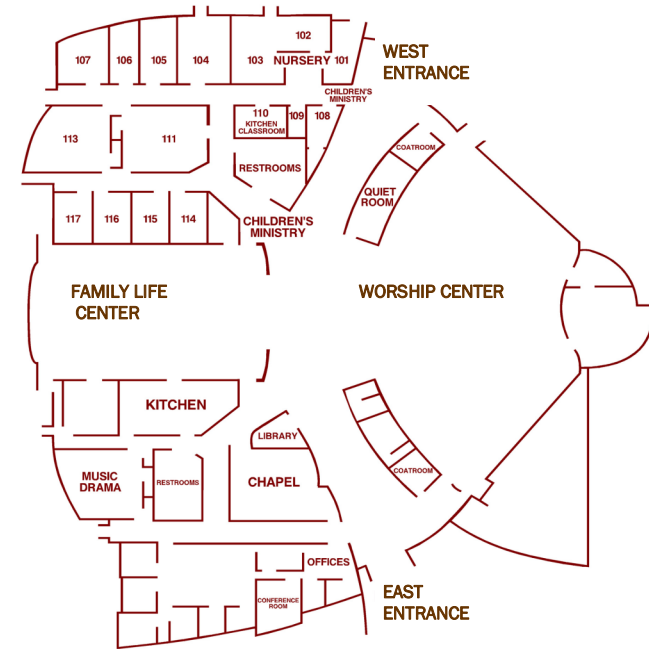
Custodian Charge for Facility Use is Included in above charges

**** Non-Profit/Community/Service Organization charges will be considered on a case-by-case basis.**

STANDARD PROCEDURES FOR FACILITY USAGE

- **No Smoking or use of alcohol on entire church campus—this includes the parking lot.**
- **All events must be scheduled through Event Coordinator at Sheridan Lutheran Church.**
- **All catering must be facilitated by an outside caterer.**
- **Posters, notices, visual displays, etc. may NOT be affixed to walls.**
- **You must provide your own paper goods, coffee, sugar, creamer, lemonade, etc.**
- **Any items brought onto church property must be removed immediately after use.**
- **All groups will restrict their activity to the room(s) assigned.**
- **When children are in attendance they must be under the control of parents or adults at all times and are not permitted to roam freely in the church or on the property.**
- **Non-church related groups must provide their own audio-visual equipment.**
- **Use of facilities is limited to non-profit organizations.**
- **Each group will be held responsible for the care and condition of the space and equipment used.**

Facility Map



Sheridan Lutheran Church

Worship Center – North side of building

Family Life Center - South side, center of building,

Large Kitchen – East (adjoining) the Family Life Center

Room 111– west wing, center

Small Kitchen—Across hallway from room 111