LCC Building Rental Checklist & Guidelines

✅ BEFORE YOU BOOK
• Check Availability: All events must be scheduled in advance and approved. Church events have priority.
• Complete the Agreement: The usage agreement must be signed and returned.
• Pay All Required Fees: Payment confirms your reservation.

📋 WHAT TO TELL US (at least 10 days before your event)
• Event Date and Time (including setup and cleanup time)
• Type of Event
• Requested Space(s) (e.g., auditorium, basement, youth barn, pavilion)
• Furniture Setup Plan (if applicable in the auditorium or other areas)
• Sound/Media Needs (especially if using microphones, videos, etc.)
• Expected Use of Kitchen or Special Equipment

💵 POTENTIAL FEES (Non-Attendees)

Space	Base Fee	Refundable Deposit
Lobby & kitchen (incl. auditorium)	$500	$250
Lobby & kitchen (without auditorium)	$300	$100
Middle Basement (incl. kitchen) *or* Fellowship Area/Children's Area *or* any classroom	$200	$100
Youth Barn or Pavilion	$100	$50

ADDITIONAL CHARGES:
• LCC Representative: $20/hour (mandatory whenever the facility is in use)
• Custodial for Auditorium Setup (if different setup requested): $25/hour
• Sound Operator (if required): $50 for the first hour, $25 for each additional hour
• Cleaning Fee (if needed): $25/hour (deducted from deposit)

☀ WINTER WEATHER & SNOW REMOVAL
The Church does not provide snow plowing, salting, sanding, or ice removal for private events. By using the facilities during winter weather conditions, renters and their guests acknowledge and assume all risks associated with snow, ice, freezing temperatures, and related hazardous conditions. The Church shall not be responsible or liable for any injury, loss, or damage resulting from slips, falls, or other weather-related hazards occurring on Church property.

🧽 CLEAN-UP RESPONSIBILITIES
• Take out all trash
• Clean any spills immediately
• Clean and dry all kitchen appliances and utensils used
• Return all borrowed furniture to original positions or storage
• Remove all personal items