



4401 Upton Ave S; Minneapolis, MN 55401
 Phone: 612-922-4272
 Email: info@LakeHarrietSpiritualCommunity.org
 Web: www.LakeHarrietSpiritualCommunity.org

2010 SINGLE EVENT RENTAL CONTRACT

Dear Friend,

Date: _____

Thank you for choosing Lake Harriet Spiritual Community (LHSC) for your event. This form is your official Contract. Please complete and return pages 1 & 2 with your Down-payment and Damage Deposit. **Your reservation is not complete until this Contract, your Payment and your Damage Deposit are received in the LHSC Office.**

Thank you.

Name: _____

Address: _____

Phone: _____ E-mail: _____

Name or Type of Event: _____ Presenter's Name: _____

About your Event/Rental: Title: _____

Exact time & cost of your Event/Class: _____ Is the public welcome? _____

Description of your Event: _____

Date/s Reserved: _____

Room/s Reserved: _____

Time/s Reserved: _____

Rooms and Rental Fees: _____ \$ _____

Special Needs ~ Check all that apply ~ See Definitions on Page 2:

- Sound Tech/Equipment _____ \$ _____
- Altar Clearing needed _____ \$ _____
- Other _____ \$ _____
- We will be drumming or otherwise engaged in loud activity
- We will be meditating or otherwise engaged in activity necessitating quiet surroundings
- We will be burning incense, sage or candles

Sub-Total Rental Fees: _____ \$ _____

Less Discounts: _____ \$ _____

Total Rental Fee: _____ \$ _____

Full Rental Payment is required with Contract: Received \$ _____

Separate Damage Deposit Required with Contract: Received \$ _____

Damage Deposit Check is cashed only if building is damaged or left a mess
 Damage Deposit is Total of Deposits listed on Rental Rates for all Rooms reserved

***** Cancellations must be made two weeks prior to the event for payment to be refunded. *****
All Cancellations are charged a 10% Cancellation Fee (Fee will be deducted from Refund Amount).



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Definitions of Special Needs and Activities

In order to schedule groups in harmony with one another while sharing space in the building, please consider these definitions before you indicate on the Contract which of these activities/special needs your event will include:

Altar Clearing: The Altar may not be cleared by anyone other than LHSC personnel. At your request, we will clear the Altar and the dais of everything except the table and the lectern. Other requests should be communicated to the Administrator. Fee: Add \$40

Sound Tech/Equipment: Sound Technician and use of the House Sound System is provided – Includes microphones, playing tapes and CDs. Two-week advance notice is requested. Fee: Add \$50 for two hours (minimum) and \$15 each additional hour. Long events will be quoted on an individual basis.

Other requests for room set-up or changes should be communicated to the Administrator. Fee: Will be quoted on an individual basis.

Drumming or otherwise engaging in loud activity – We need to know this so we don't put quiet activities near loud activities.

Meditating or otherwise engaging in activity necessitating quiet surroundings – We need to know this so we don't put quiet activities near loud activities.

Burning incense, sage or candles: Only token or symbolic amounts of incense or sage may be burned because of environmental allergies and because the building has been damaged by smoke in the past. Please do not use scented candles and remember to extinguish all candles at the end of your event. You are responsible for cleaning up all ash and wax spills.

Thank You for treating our Sacred Space with care and respect. Your support in nurturing this building allows for future use by the general public.

Please read the Facility Rental Policy included in this packet, pages 4 & 5. Your signature below is your agreement to follow these guidelines. If you have questions or concerns, please contact the LHSC office. Thank you!

I have read, understand and accept the conditions stated in the Rental Contract and in the Facility Rental Policy.

Signed: _____ Date: _____

Remember to complete and return pages 1 & 2 with your Payment and a separate Damage Deposit check, keeping a copy for your records. **Your reservation is not complete until this Contract, your Payment-in-Full and your Damage Deposit are received in the LHSC Office.**



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2010 Rental Fee Schedule

Room	Full Day 4-8 Hours	Half Day < 4 Hours	Damage Deposit For this room	Room Capacity
Sanctuary	\$450 \$60 additional hours	\$300 or \$90 per individual hour	\$200	175 + 25 Balcony
Garden Room	\$90 \$18 additional hours	\$50 or \$20 per individual hour	\$50	25
Drum Room	\$60 \$12 additional hours	\$30 or \$15 per individual hour	\$50	2-5
Prosperity Room	\$50 \$10 additional hours	\$25 or \$10 per individual hour	\$50	2-5
Council Room	\$95 \$15 additional hours	\$45 or \$20 per individual hour	\$50	15-20
Purple Room	\$100 \$15 additional hours	\$55 or \$20 per individual hour	\$50	10-15
Healing Room	\$50 \$10 additional hours	\$25 or \$10 per individual hour	\$50	Private
Earth Room	\$100 \$15 additional hours	\$55 or \$20 per individual hour	\$50	20-25
Fellowship Hall	\$300 \$40 additional hours	\$200 or \$60 per individual hour	\$100	125
Kitchen	\$70 \$15 add'l hours	\$35 or \$20 per individual hour	\$50	
Dishes, Glassware, Flatware & Cooking Items	\$50	\$25	\$50	
Banquet Tables & Folding Chairs	Included in rental of Fellowship Hall	\$25	None	15 tables @ 10' long 50 folding chairs
Other Fees	Sound Tech & Equipment	\$55 for two hours Add'l hours \$15/hour	Altar Clearing	\$40

Discounted day time rates available. Please talk to the Administrator at 612-922-4272.

Facility Rental Policy

1. **Respect:** This building and property are sacred space. We ask all those who sponsor and attend events here to be respectful of this. As the "Renter," you are responsible for the behavior of those attending your event. All use of the premises is to be with the knowledge and approval of the office staff. Note: There is no access to the balcony unless a sound technician is hired and present.
2. **Access to the Building: The building will not be opened for you.** You are responsible for opening and closing the building. It is your responsibility to confirm your reservation and to make sure the office has all the completed payments and a completed rental contract. You must contact the office two weeks prior to your event to get the lock box code in order to have access to the building.
3. **Before You Leave:**
 - ✓ Make sure all garbage and recycling is sorted into proper bins and is ultimately moved to bins located in the Parking Lot. If this is not done we reserve the right to use your Damage Deposit to pay someone to sort the garbage from the recycling. Empty all bottles before putting them in the recycling bin. Extra trash bags can be found in the Kitchen cabinet located in the corner nearest the pass-thru area.
 - ✓ Pick up all items used (pillows, pens, paper clips, candles, trash, cups, etc.)
 - ✓ Restore all furniture to original placement.
 - ✓ Check front walk for cigarette butts and place in outside receptacle.
 - ✓ Turn out ALL lights – including the bathrooms and the dome lights in the sanctuary.
 - ✓ Turn off all fans (the overhead sanctuary fans must "click" to be off).
 - ✓ Close windows.
 - ✓ Check the kitchen to make sure all dirty dishes are washed and put away.
 - ✓ Make sure all candles are extinguished and coffee pots are unplugged.
4. **CHECK AND LOCK ALL DOORS:** Lock main front doors placing all locks horizontally and making sure slide-locks in door edges are in full-up and full-down position. Lock lower front door and close and lock Fellowship Hall door to 44th Street. It is your responsibility to secure all doors and make sure the building is locked. **If the building is left unlocked after your use, we reserve the right to charge an additional \$50 fee per door.**
5. **Process:** Renters must complete a **Rental Contract** and return it with the **Full payment and Damage Deposit** to the LHSC office in order to confirm and hold the space.
6. **Cancellations** must be made two weeks prior to the event for payment to be refunded. All Cancellations are charged a 10% Cancellation Fee (Fee will be deducted from Refund Amount).
7. **Restrooms are accessed by all Renters through the Fellowship Hall.**
8. **We ask that you not change the altar in the Sanctuary** – You are welcome to light the candles.
9. **Food/Snacks/Meals:** Food preparation and use must be kept to the Kitchen and Fellowship Hall. **Only water is allowed outside of these rooms.** We will use your Damage Deposit to pay for cleaning of food or drink spills. Kitchen floor, countertops and appliances are to be cleaned and all dishes used must be washed and returned to their storage place before leaving the building. A garbage pail, broom, dustpan, vacuum cleaner and mop are available for your use and are located in the Maintenance Room near the Men's Restroom door.



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10. **Room Arrangement and Furniture:** Please feel free to arrange the furniture as needed for your event. However, do so with care and return everything to its original placement when your event is finished. Failure to do so will cause you to lose your Damage Deposit as we will need to pay someone to re-stage the space.

Chairs and tables are located in the Fellowship Hall and large closet. The chairs should be restacked in the closet in the Fellowship Hall.

11. **Space Usage:** Generally, there will be other groups in the building with you. Other than trips to the restrooms, please be respectful of their privacy and need for quiet and confine your group to the specific room rented.

Renters can use the space only for purposes as explicitly stated on this document.

12. **Rental Distinction and Advertising:** Renters are renting space ONLY from LHSC and will not represent this rental activity to any entity or person as an LHSC sponsored event.

Please provide a contact other than LHSC in all flyers and notices. Do not post signs on or in the building. (Tape will damage paint and wood finishes.)

13. **Supervision:** For safety and legal purposes, adults must supervise minors at a 1:7 ratio.

14. **Conduct:** Renters are expected to conduct themselves in accordance with generally accepted standards of conduct and ethical and legal behavior and ensure actions of guests, students, colleagues or others brought into the building are in accordance with these expectations.

15. **This is a Smoke-Free building.** A receptacle is provided outside the lower front door.

16. **LHSC Holds the Right to Immediately Suspend Rental** to any Individuals or Organizations who do not pay their agreed upon rental fees, who use the building without explicit permission from the Administrator, who do not have a current and valid contract or who use the building for inappropriate uses or not in accordance with requirements as specified in this rental contract.

17. **Rental Payments must be kept current:** We expect you to keep your ongoing rental payments current. Any Individuals or Organizations who have lapsed in payment must make arrangements to pay back fees and will pay all future rental fees in advance of scheduled usage.

18. **Minimum 48 Hour Notice on Healing Room Rentals is requested:** Healing Room Renters are asked to give a minimum of 48 hours notice prior to rental of rooms and must have permission from Administrator to use the building.

19. **Loss of Personal Property:** Lake Harriet is a community space and the building is often open. Therefore, when a renter leaves personal property on the premises, they realize they are taking a risk and will not hold LHSC responsible for any loss of personal property.