



HUB USAGE POLICY

Use of Facilities

- Zion's Hub facilities are available to Zion members and approved groups.
- Scheduling is to be done through the Zion 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 with a \$100 deposit to secure usage.
- Groups must provide their own napkins, linens, food preparation and serving items, etc.
- Groups are expected to set up tables and chairs as needed and to clean up afterward. Furnishings should be returned to previous arrangement. All cleaning policies should be followed.
- All events must take place during 8am-9pm of the same day unless prior approval is granted. Long term/extended use facilities will be determined by special request to the Zion office.

Restrictions

- There is no smoking, vaping, illegal drugs, or alcoholic beverages allowed in the church facilities.
- Non-church functions will not be scheduled on the following days; SUNDAY mornings until 1:00pm, ALL WEDNESDAYS during programming months, New Year's Eve, New Year's Day, Holy Week, Independence Day, Thanksgiving Day, December 24-26th.
- No tape, tacks, etc. may be used on any structure of the facilities.

Rooms Available

- Lounge Full kitchen, large living room setting, 4 booths, 3 high top tables
- Room D Empty space for chairs or tables/chairs to fit your event
- Gym Two basketball hoops, carpet ball and ping pong, some equipment available with rental

Fees

- SECURITY DEPOSIT: To reserve the space for your event, we require a \$100 security deposit (preferably in check form) to be turned in with usage application. We hold onto this money until after the post-inspection to verify that no damage occurred, all rooms were restored to original order, and space was not occupied for a considerably longer period than rented for. If the post-inspection shows that everything is in order, your check will be shredded; if not, a portion, or all, of your deposit will be used to compensate.
- USAGE FEES:

Rooms Available	1 Room for Two Hours	Additional Room	Additional Hour(s)
Lounge	\$50		\$10
Room D	\$40	\$20	\$10
Gym	\$20	\$10	\$10

Reservation Procedure

- Usage can only be requested 3 months in advance.
- Call the Zion office to confirm your requested date is available.
- Once Zion office has completed application and \$100 security deposit, your event will be secured on the calendar.
- Usage may be paid for in full on day it is secured or the day of the event.
- A key for the Hub may be picked up in the office at the time arranged between responsible party and Zion office. In courtesy to others, arrival and departure times must be adhered to.
- Key may be dropped in the drop box inside Hub doors.

Responsibility for Premises/Liability

The person who signs the rental agreement on behalf of the renting group or organization stipulates that he or she is acting with authority of said group and is responsible for the care and supervision of equipment and facility areas in addition to enforcement of all building rules. The person signing the rental agreement and the group shall hold Zion Lutheran Church harmless from any and all claims arising by virtue of the activities of the group. The person signing the usage agreement and the group agree to indemnify Zion Lutheran Church for any costs or attorney fees incurred resulting from a claim arising under the above circumstances.

Office Use: Staff Initials _____ On Calendar _____
Deposit Ck# _____/\$_____ Date ____/____/____
Rental Ck# _____/\$_____ Date ____/____/____

HUB USAGE REQUEST APPLICATION

Requested Usage Date ____/____/____ Intended Purpose _____

Time Requested (Please leave enough time for set-up and clean-up) • FROM _____ TO _____

Responsible Party Name _____

Name of Group/Organization (If applicable) _____

Email Address _____ Phone _____

Mailing Address _____ City _____ State _____ Zip _____

Room(s) Requested

☐ Lounge

☐ Room D

☐ Gym

Special Requests

Please Read Carefully Before Signing

I understand that the security deposit fee is \$100 and must be paid to Zion Lutheran Church in a separate check (not cash) before a usage request may be confirmed. I agree to clean-up the facility and restore room(s) to its original appearance before departing per the usage policies. I understand my deposit check will be shredded upon post inspection OR be used if post inspection shows, as a result of my usage, damage, failure to restore rooms, the event took more time than was agreed upon, or if key replacement is necessary.

I understand that the usage fee is \$_____ and must be paid to Zion Lutheran Church before usage of room(s).

I hereby agree to follow and enforce all Zion Lutheran Church policies and regulations and acknowledge that I have received and read a copy of such rules. I certify that I am responsible for the protection of the room(s) and its contents during the length of use. I further understand that Zion Lutheran Church reserves the right to cancel this agreement for any reason if deemed necessary. I understand and agree that no insurance is provided by Zion Lutheran Church and Zion Lutheran Church will not be held responsible for accidents. The person completing this application must be at least 18 years of age.

Signature _____ Date ____/____/____

Zion on 4th, 112 N 4th St., Clear Lake, IA 50428 • **The Hub**, 501 1st Ave N., Clear Lake, IA 50428