

**FACILITY USE CONTRACT**  
**Gateway Trinity Lutheran Church**  
**11381 Gateway Boulevard, Fort Myers FL 33913**  
**239-561-1188**  
**office@gtlc.org**

Gateway Trinity Lutheran Church (GTLC) is available for rental under the following guidelines:

- Renter will seek approval for each event by completing the "Facilities Use Request Form"
- Renter will provide **Proof of Insurance**, and accept full responsibility for the loss of any property in the event of fire, theft, or other loss
- Renter will report any damage of church property, equipment or furnishings to the staff of GTLC. Renter is expected to reimburse GTLC for any and all applicable costs.
- There must be a supervising adult, 21 years old or older, present at all times
- No alcohol is allowed on the GTLC premises
- No smoking is permitted inside the GTLC buildings
- Renter is limited to the area under contract and may not access any other area of the facility (restrooms are included in rental)
- The Sanctuary is available for use **only in pre-approved instances** by the Lead Pastor or Church council.

Fee Schedule for Building Use:

- \$100 Cleaning fee payable at the time of contract signing.
- \$150 for the first hour of use per area rented.
- \$100 for each additional hour per area rented.

**Right of Refusal:**

GTLC reserves the right to restrict or refuse the rights and privileges of anyone or any group or organization in the use of facilities and especially any that violates policies.

**Space Rented:**

\_\_\_\_\_Ministry Center  
\_\_\_\_\_Welcome Center  
\_\_\_\_\_Sanctuary  
\_\_\_\_\_Admin

Fee Total: \$\_\_\_\_\_

**Responsibilities after Building Use:**

*Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.*

1. Collect all garbage into bags and bring it to the bins located on the lanai. Trash liners are to be provided by the renter.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur, please notify the office.
3. Return all tables, chairs, and other equipment to their proper places after your event. 10 6' round tables and 10 6' rectangular tables are available for use. Folding chairs are also available for use. Return all rooms used to their normal setup.
4. Sweep floors and mop as needed. Report any damage promptly to the office.
5. Remove any items put up on the walls or set out in connection with your event.

Additional guidelines for decorations:

- Wall hangings are allowed only on 3M removable hooks.
- Care should be taken to remove hooks.
- Damage to walls incur a fee of \$25 per incident.  
\***Wall hangings are not allowed on the Acoustical Panels located in the Ministry Center**
- Tape is not permitted on any glass wall surface

**Payment is due when the rental is approved and the space is reserved.**

**In most cases, keys will not be given out. GTLC staff will lock / unlock the building.**

Name of Renter or Group: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_

Payment made by check # \_\_\_\_\_

Received by: \_\_\_\_\_ (representative of GTLC)

**Liability:**

**The applicant agrees to assume full responsibility for personal injuries and damage to property arising from the use of facility by applicant hereunder and agrees to indemnify and hold harmless Gateway Trinity Lutheran Church from any and all claims and damages relating thereto.**

**I have read, understand, and agree to the Gateway Trinity Lutheran Church Facility Use Contract.**

Signature of Renter \_\_\_\_\_ Printed Name: \_\_\_\_\_

Signature of GTLC representative \_\_\_\_\_ Printed Name: \_\_\_\_\_