

Wartburg Chapel Facilities Reservation Agreement

The Wartburg Chapel is a community worship space, and consequently, we encourage you to keep this in mind when using it. You will be asked to agree to ascribe to the following policies and regulations of the Wartburg College Chapel.

- You will be responsible for any damages to the Wartburg Chapel facilities or equipment caused by the act, default, or negligence.
- You shall not use the facilities for any purpose other than the “Type of Event” as agreed upon by you and the Scheduling Administrator. You shall not use the facilities when Chapel or Worship Services are being held.
- You are to occupy only those rooms assigned and agreed upon, and all equipment must be arranged in advance.
- No items are to be removed from the altar.
- No hand-held candles or candles/candelabras that are not protected by a base are allowed in the chapel.
- Pew clamps or fixtures must be padded to protect the wood.
- No items are to be placed on the piano in the chapel.
- You are not allowed to affix anything to the walls, floors, or ceiling with nails, staples, tape or any other substance unless advance approval has been granted by The Wartburg Chapel.
- You shall not move furnishings, equipment, or other items without approval and/or direction of the Scheduling Administrator or Head Custodial Engineer.
- Eating and drinking in the building are permitted only when previously arranged and in the approved designated areas. (No food or beverage is ever permitted in the sanctuary.)
- Smoking is not permitted in the building, including all entranceways and restrooms.
- Alcoholic beverages are not permitted in the chapel building or on the premises.

The undersigned authorized representative has seen and is in agreement to the above terms of this agreement.

Organization

Representative Signature

OUTSIDE ORGANIZATION RENTAL FEE:

Outside organizations will be charged \$100 to rent the Wartburg Chapel for recitals, or other music related events, to be approved first through the Chapel Office. Checks are to be made payable to “Wartburg College” and mailed to the Wartburg Chapel Office, 100 Wartburg Blvd., P.O. Box 1003, Waverly, IA 50677-0903.

AMOUNT DUE: \$ _____

AMOUNT PAID: \$ _____ Date Paid _____

BALANCE DUE: \$ _____ Check Number _____