

**Rental Contract and Liability Waiver  
St. Paul's Lutheran Historic Church and School**

\_\_\_\_\_ has requested and agreed to the following to secure rental and use of the Historic Church/School building(s) located at 114 West Liberty Street, Columbia, Illinois 62236. Rental fees are \$150 per building with a \$150 deposit fee. Indicate building(s), date, and times of usage:

Church / School \_\_\_\_\_, 20\_\_\_\_  
(Circle Building(s))                      Date                      Year                      Times

Rental between 9am to 10pm (unless agreed otherwise).

**Church used for services, weddings, repeating vows, baptisms, etc.**

(Contact LCMS Minister at: St. Paul's 227 N. Goodhaven, Columbia 618-281-4600)

**School used for receptions, showers, birthdays, meetings, etc.**

**Children are to be supervised. Please, no smoking inside the buildings.**

**School includes 40 folding chairs, six tables, and kitchen equipped for cooking. Bring your own throw-away paper items, or 40 place settings (white) are available.**

Renter agrees to assume all liability and claims for damages by reason of injuries of any kind to any persons or property of any kind, whatever and to whomever belong, from any cause or causes whatsoever while in, on, or in any way connected with use of the premises, including any liability associated with food and/or drink consumed on the premises. Renter agrees to save and hold the property owner harmless from any liability, loss, cost, or obligation on account of or arising out of any such injuries or losses however occurring.

Renter must return facility to presentable condition and remove all trash.

Renter agrees to not make or allow any alterations to the rented premises without written consent of the property owner or agent thereof.

Renter agrees to not make or allow any unlawful, improper, or offensive use of the premises.

Renter agrees to permit the property owner or agent thereof at all reasonable times to enter on and examine the premises.

Street parking around the block. No parking on lot (private). Consider carpooling/street parking Handicap accessible drop-off area and restroom facilities.

Occupancy per building – School appx 40 / Church appx 60

\$150 Rental for church or school.

\$150 Deposit is required with this contract, includes damage and cancellation after 30 days prior.

\$150 Deposit may be returned following inspection of buildings after rental.

\$50 Linen charge if linens are used—white table cloths & napkins (additional \$50 for chair covers)

To reserve the facilities, please mail this signed Contract and Liability Waiver to: St. Paul's Historic Buildings, 227 North Goodhaven, Columbia, IL 62236. You must include check(s) made out to St. Paul's Historic Buildings for the rental fees:

**Rental Charge:** Church \$150    School \$150    Deposit \$150    Linens \$50 / \$100    Total \$ \_\_\_\_\_  
Circle to indicate your rental needs. (Deposit-check separate if rental date within six months)

Renter's Signature \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

Additional Agreement Comments: \_\_\_\_\_

Accepted By \_\_\_\_\_ Date \_\_\_\_\_