



## Christ The King Lutheran Ministries

11220 Oakhurst Road Largo, Florida 33774  
Phone 727-595-2117 • CTKLM.org • Office@CTKLM.org

Christian Ministry Center  
RENTAL APPLICATION FORM

Activities within the facilities and on campus must adhere to our Ministry Statement of Faith

Name(s) and/or Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Event \_\_\_\_\_ Event Date \_\_\_\_\_

Event Time \_\_\_\_\_ a.m. p.m. Event Ends \_\_\_\_\_ a.m. p.m.

Set Up Begins \_\_\_\_\_ a.m. p.m. Clean Up Ends \_\_\_\_\_ a.m. p.m.

Expected Attendance \_\_\_\_\_

Describe the event \_\_\_\_\_

Describe your organization (attach evidence of insurance if applicable) \_\_\_\_\_

### Facility Use:

\_\_\_\_ 1/3 CMC Space \_\_\_\_ 2/3 CMC Space \_\_\_\_ All CMC

Subject to additional fees and separate agreement: \_\_\_\_ Kitchen \_\_\_\_ Stage \_\_\_\_ Audio/Visual

Additional Needs or Requests: \_\_\_\_\_

### ADDITIONAL SERVICES: (Additional evidence of insurance and licensure requirements may apply as outlined in the Facility Rental Agreement.)

\_\_\_\_ Catering and/or Professional, Licensed Liquor Service (Contracted separately by User)

Name, address and phone number \_\_\_\_\_

\_\_\_\_ Professional Entertainment (Bands, DJ, etc. contracted separately by User)

Name, address and phone number \_\_\_\_\_

\_\_\_\_ Sale of Merchandise

Specify Merchandise to be sold \_\_\_\_\_

### Fees:

Deposit: **Non Member - \$500.00** **Member - \$250.00**

Due upon application. Deposit will serve as security of date for building use as well as damage and cleaning fee. 100% of deposit will be refunded after event if building is cleaned and restored as agreed upon and no damage has occurred. Deposit is 50% refundable if event cancelled by User.

Rental Fees: **Non Member - \$1800.00 per day** **Member - \$500 per date (subject to Ministry Schedule)**  
**(Set up days considered rental days @ \$600/3 hours access)** **(Family Life Events: Receptions/Birthdays. Weddings Separate)**

Due thirty (30) days prior to event date. Rental fees are 50% refundable if event cancelled by User no less than fifteen (15) days prior to the event date. No refund if event cancelled by User fifteen (15) days or less from event date.

I have read, understand and agree to abide by all rules, use restrictions and provisions established by Christ the King with regard to the rental use of this facility as published on the back of application.

I understand and agree that this Rental Application Form is enforceable as part of the Facility Rental Agreement.

(Signatures on Next Page)



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At Christ The King (CTK) Lutheran Church, our ministry work comes first. We have many ministries working together with one focus: **Exciting People with Hope & Joy in Jesus!** As such, we reserve the right of refusal on any scheduling conflicts for requested event dates. We are happy you chose to use our facility.

Christ The King members and non-members may rent the facilities for private events utilizing the Rental Application Form and Facility Rental Agreement, provided they are approved by an authorized representative of Christ The King, meet all specified requirements and timely remit proper payment. Reservations for private events are on a first-come, first-served basis. All major holidays and designated days of worship are excluded from event reservations:

Christ The King reserves the right to establish use rates as they are determined from time to time.

The facility User must host the event. The User-host of the event will be held fully responsible for the conduct of his/her/their guests while on CTK property. This responsibility extends to the actions of all caterers, entertainers, etc. hired by the User for the event as well as the clean-up and disposal of food waste and trash and other large items of debris. Furnishings may not be removed from the area specified for use and furnishings must be put back to their original positions immediately following use.

Events times are to include all necessary arrangements for event set-up and clean-up. Any decorations, rental furniture or equipment may be set up no earlier than the date of the event. Removal of decorations, rental furniture and equipment must take prior to agreed upon clean up end time.

The maximum number of guests for a private event is to remain as posted inside the building as per fire code regulation.

Because Christ The King values its relationship with its neighbors, no sound producing equipment, including, but not limited to stereo music, disc jockeys, live bands, etc., is permitted beyond 11:00 P.M. nor will it be permitted if it creates a disturbance to neighboring homes.

All events must be concluded by 11:00 P.M. (excluding clean-up) unless otherwise specified in the Facility Rental Agreement.

The use of alcohol specifically defined as beer, wine and champagne only is permitted in accordance with the terms and conditions specified in the Facility Rental Agreement. No distilled alcoholic beverages are permitted anywhere on CTK property. All alcoholic beverages are not allowed outside the building.

### LESSEE (USER)

### CHRIST THE KING LUTHERAN CHURCH

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

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#### OFFICIAL USE ONLY

Approved            YES    NO    Date: \_\_\_\_\_    Initials \_\_\_\_\_

Placed on Calendar    YES    NO    Date: \_\_\_\_\_    Initials \_\_\_\_\_

Original - CTK

Copy - Applicant (User)