

# MORNING STAR LUTHERAN CHURCH & SCHOOL

N171 W20131 Highland Road, Jackson, WI 53037-9245  
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school: (262) 677-9196 school@morningstarwels.org  
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## RENTAL OF TABLES AND CHAIRS FORM

**Use and Rental of Tables and Chairs Policy:** All events and activities held on site at Morning Star may use the tables and chairs at no charge. A rental fee is required for private use of the congregation's folding tables and folding chairs for off-site purposes. Rental payments will be deposited into a restricted fund for table, chair, and furnishing replacement.

- Folding tables = \$5.00 per table
- Metal folding chairs = \$0.50 per chair (only the metal chairs may be rented for off-site purposes)

Rental arrangements must be made through the church or school secretary. Rental payment is due before or on the pick-up date (checks payable to "Morning Star"). Items must be returned to their proper storage locations no more than one week from the pick-up date. *(policy adopted by Morning Star's Coordinating Council 2/07/2013)*

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date tables/chairs will be picked up: \_\_\_\_\_ Date of return: \_\_\_\_\_

Number of tables rented: \_\_\_\_\_ @ \$5.00 per table = \$ \_\_\_\_\_

Number of chairs rented: \_\_\_\_\_ @ \$0.50 per chair = \$ \_\_\_\_\_

TOTAL RENTAL FEE = \$ \_\_\_\_\_

(for office use only)

Morning Star representative approval: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Payment received by: \_\_\_\_\_ Date received: \_\_\_\_\_