

**Kansas District Retreat Center
Use Agreement**

Name: _____

Address: _____

**Lutheran Church
Membership:** _____

Emergency Phone: _____

Email: _____

Date Using the Retreat Center: _____

of Suites Rented: _____

Payment enclosed: _____

- By signing this agreement I acknowledge that I have read the Arrival and Departure Instructions that accompany this document and agree to comply with all the instructions.
- I acknowledge that I am a member of the Lutheran Church placed on the form.
- I agree to report any damage that occurs while I occupy the Retreat Center and agree to pay for any damage that would go beyond normal wear and tear of the facility. \$150 security deposit is required and will be refunded upon favorable inspection.
- I have enclosed full payment with this document and understand that it is non-refundable. I agree to inform the District if I am unable to occupy the Center on the date I have reserved. Those who do so can reschedule the same number of days without change (in lieu of refund). We cannot guarantee reservation until full payment is received. Cancellations without notification will result in a forfeiture of deposit.

Signature

Date