



16515 Luther Way, Eden Prairie, MN 55346
Phone: 952-937-8123

FACILITY USE FEES – FOR PROFIT ORGANIZATIONS

Room rental fees are set at fair market value. All payments are due no later than 7 days in advance of rental. Room availability is subject to change up to 24 hours before reservation if needed for church events.

Sanctuary

\$150/hour

- Seating for up to 400
- Includes use of pianos.
 - If you wish to have pianos tuned we will schedule for you – the cost is your responsibility.
- Sound technician (if an Immanuel tech is available)
 - Two hour minimum = \$150
 - Each additional 30 minutes add \$25

Luther Hall

\$150.00/hour

- Seating for up to 250
- Includes use of tables & chairs (set-up/tear-down is your responsibility)
- Additional fees for sound (if a technician is available)
- Video equipment is not available

Fellowship Hall

\$100.00/hour

- Seating for up to 100
- Includes use of tables & chairs (set-up/tear-down is your responsibility)
- Audio/Video equipment is not available

Kitchen

\$100/hour (kitchen only)

\$25/hour with reservation of Luther Hall, Fellowship Hall, or Sanctuary

- Kitchen is not licensed. Per the State of MN, any organization using the kitchen must provide a certified food handler and train additional staff (training available online)

Additional rooms may be available. Please contact us for pricing.

ADDITIONAL REQUIREMENTS:

- A signed liability release (provided by Immanuel) must be returned with payment no later than 7 days in advance of rental.
- If participants will be charged for your event a copy of your valid MN sales tax certificate is required.

Updated/Approved by Executive Committee May 1, 2023