



Our Savior's Lutheran Church

Where people *Care* and *Faith* in Jesus Christ *Grows*

Building Use Policy

Revised June 2009

Our Savior's Mission Statement

We, the members of Our Savior's have been called by God, through Baptism, to follow Christ. In our life together we are nourished by God's Word and Supper to grow in faith, to witness to God's goodness, and to serve in our community and world.

In order to accomplish our ministry, Our Savior's maintains a facility that is welcoming, clean, and pleasant. We believe that sharing our facility with others is part of our call to serve our community. As a Christian Church we welcome the extended ministries of the Evangelical Lutheran Church in America and other Christian churches. We also welcome other groups that bring a healing ministry to our community. Other groups may use our facility as time, space and schedule allow. Our Savior's reserves the right to refuse any request for the use of our building.

All use of the building must be scheduled through the church office. Activities of the church shall take precedence over other use. However, reasonable accommodation shall be made for outside groups using our facility. Groups and organizations utilizing the facility on a routine basis will have priority over "occasional use." Non-profit groups may use the facility at no charge by special request. Donations for use of the building from non-profit groups will be accepted with thanks. Keys may be requested from the church office.

Please note:

1. Damages other than normal wear and tear will be assessed to the person making the request.
2. Use of tobacco and alcohol is prohibited.
3. Firearms may not be carried onto the premises except by officers of the law.
4. Youth must be supervised by an adult at all times.
5. Furniture and equipment must be returned to the place in which they were found and trash must be placed in the appropriate receptacles.
6. Fees and the completed request form shall be brought to the church office **ten days before** the event.

Rental Charges and Custodial Fees

Space	Rental Charges Non-members, outside groups, and individuals (includes custodial fees)	Rental Charges Members (pay custodial fees only)
Larsen Lounge	\$40	\$10
Fellowship Hall	\$80	\$30
Chapel	\$40	\$10
Youth Room	\$70	\$20
Downstairs Meeting Room (south side)	\$30	\$10
Children's Chapel (upstairs)	\$40	\$10
Sanctuary	\$100	\$20

Checks for the above should be made payable to Our Savior's Lutheran Church.

OSLW charges

Our Savior's Lutheran Women (OSLW) maintains and supplies the kitchens in Larsen Lounge and in the Fellowship Hall. They charge a fee to cover the cost of laundry, replacement of dishes, towels, detergent, etc.

Space	Rental Charges Non-members, outside groups, and individuals	Rental Charges Members
Larsen Lounge Kitchen	\$20	\$10
Fellowship Hall Kitchen	\$30	\$20

Checks for the above should be made to OSLW

Custodial Fee Total _____

Check payable to Our Savior's

OSLW Charges Total _____

Check payable to OSLW

Total Rental Charge _____



Agreement for Use of Church Facilities

Type of Event _____

Date of Event _____

Time of Event _____

Time set-up begins _____

Time event ends _____

Name _____

Address _____

Email _____

Phone _____

Member

Non-Member

Room(s) Requested

- Chapel
- Children's Chapel (upstairs)
- Downstairs Meeting Room
- Fellowship Hall / Stage
- Kitchen
- Larsen Lounge
- Music Room
- Sanctuary
- West Narthex
- Youth Room

Equipment requested

- TV VCR DVD
- Microphone
- Power Point and Screen
- Round Tables # _____
- Rectangle Tables # _____
- Chairs # _____
- Other (please specify) _____

Please draw a diagram of how you want the room arranged for your event:

Indicate here if you would like the Service Unit to help serve at your event and list what you need help with:

Renter will provide all paper products, all food, and all beverages, including coffee.

By signing below I agree to abide by the OSLC Building Use Policy.

Signature _____

Date _____