

Our Savior's Lutheran Church

Use of Facilities Policy

Our Savior's Lutheran Church – Connecting Faith to Everyday Life

Our Savior's Lutheran Church welcomes the use of its facilities by Our Savior's Lutheran members and other groups who support the mission of the congregation. The use of our building becomes an extension of our mission through worship, education, service and fellowship. The facilities and equipment policies have been developed to aid the members and staff of the congregation in conducting these programs.

PRESENTATIONS AT OUR SAVIOR'S

At Our Savior's we welcome presenters who seek to provide information and broaden our base of knowledge. Presenters and speakers who represent systems of belief that are outside of the Lutheran Christian tradition must be pre-approved by the OSL pastoral staff, and if approved, may not proselytize or try to convert members of the audience to their way of believing while on the premises of Our Savior's Lutheran Church.

Any presentation held on the premises of OSL that is sponsored by an outside group and is open to the public must publish the following disclaimer in its pre-event publicity as well as in printed materials distributed at the event:

The views, beliefs and opinions of the presenter(s) at this event are not necessarily those of Our Savior's Lutheran Church and its members. Information regarding the beliefs and practices of Our Savior's may be found at www.oslchurch.com.

USE OF CHURCH FACILITIES

- All church activities shall have priority over non-church activities in scheduling the use of the facilities and equipment.
- Non-church related activities may be scheduled when space and equipment are available, but subject to the provisions as stated in this policy.
- Fundraising is limited to Our Savior's Lutheran Church only unless approval is granted by the Executive Committee.
- Any party that contracts with OSL to use its space for a recurring activity or program for which a fee is charged to the participants, or a free will donation is requested from participants, agrees to pay OSL \$10.00 per session.
- We desire to keep our facility welcoming and tastefully decorated. Vending and fundraising activities will be limited to approved locations. These activities will not be conducted in the Celebrate Center or the Sanctuary.
- Smoking, alcohol and illegal drugs are absolutely prohibited on the church campus.

- Our Savior's Lutheran Church staff or member will act as monitor or host when non-church related activities are scheduled.
- The staff or approved volunteer will assist individuals in the kitchen if equipment is used, ie: dishwasher, ovens, etc.
- Access will be limited to the reserved space and restroom facilities.
- Church property in the form of audio visual equipment, tables, chairs, dishes, silver, etc. may not be taken from the church for use by a member or applicant.
- The church reserves the right to withdraw or modify a previously granted permission in the event that the space in question is needed for a church activity or program. In such cases the organization will be given as much advance notice as possible and all deposits will be refunded. This might be a funeral or other urgent church meeting.
- Any activity that would cause damage to the facility is not allowed.
- No signs of any type may be taped on the walls, wood or windows of the church.
- Any activity or event that would allow, promote, or include the use of alcohol, drugs, or smoking is not allowed.
- No red beverages are allowed.

PRIORITY FOR USE OF CHURCH FACILITIES

The scheduling of church facilities shall be done on the following priority basis:

1. Regularly scheduled church activities
2. Church-related activities (weddings, support groups, etc.)
3. Non-church related activities, ie: sports activities, non-profit organizations, etc.
4. Others--must meet the Christ-Centered focus of Our Savior's Lutheran Church

SCHEDULING

All usage of Our Savior's Lutheran Church meeting rooms/facilities shall be scheduled through the Office Manager.

The church office manager will maintain a master calendar of events. Non-church activities will be required to secure the approval of the Director of Hospitality with further consultation with the Business Administrator, Senior Pastor and Executive Council when necessary before being placed on the schedule.

Our spaces are multi purpose and in order to make use of all space available and make the most resourceful use of space, we reserve the right to schedule events/activities simultaneously and in the most appropriate room.

Space limitations of some OSL rooms may require that events scheduled for those spaces must restrict the number of participants. Additionally, OSL reserves the right to enforce room capacities without accommodation.

All events (unless an overnight event) must end by 10:00 p.m. in order for the custodians/ Augustana security to lock the building.

The organization or individual making the application must assume the responsibility and liability for injury to persons or damage to property.

Outside groups wishing to schedule the Recreation Center (Gym) for recreational activities need proof of insurance liability coverage listing Our Savior's Lutheran Church or sign a liability waiver.

ROOM SET UPS/CONTRACT

A reservation contract for room set up and equipment needs for special events must be completed by the contact person and turned into the Director of Hospitality as soon as the event is scheduled.

The Director of Hospitality will call the contact person for the event and secure all needs for the event and request signed contract mailed to the church.

Expenses for the event will be billed by the Business Administrator after the scheduled event.

FEE SCHEDULE

Fees for use of the church facilities have been determined to cover the cost of operation, staff time, and building overhead. Damage to church property or grounds will be paid for in full by the outside group and the security deposit, if required, will be applied toward this amount. The following fee structure shall be used in determining the cost of using facilities:

1. Regular church activities will not be charged a fee.
2. Weddings and funerals will need to refer to their respective guidelines.
3. Non-church related activities or non-profit groups requesting use of facilities shall be charged per the attached fee schedule.
4. Other groups requesting use of facilities shall be charged per the attached fee schedule.
5. Church-related groups staying overnight will follow a separate contract agreement
6. A deposit of \$50.00 is requested for all church member scheduled activities (ie: birthday parties, theatre use, retirement parties, anniversary parties, etc.) and will be returned after the event and the custodial staff approves the cleanliness of the room based on the clean up guidelines given to the member for the specific room reserved.
7. Refunds will be mailed to the contact person after the custodial staff has determined that the cleaning checklist requirements have been satisfied.

CLEANUP

1. Equipment must be returned to where it was found.
2. All tables and chairs must be wiped down and returned to their setup location (a layout of the tables & chairs will be posted in the space)
3. Trash and garbage must be put into garbage receptacles (including break down of cardboard boxes), which is located out the East entrance to the church.
4. All lights, stoves, electrical equipment must be turned off and/or unplugged.

Specific clean-up guidelines for rooms and the kitchen can be found on the website or in the Church office.