DATE OF EVENT:	S M T W TH F	F SA			_
Time of Event:			Month	Day	Year
Begin:	End:	_SET-UP TIME:			



Our Savior's Lutheran Church Room Reservation Request Member

Name of Function/Organization:			
Function:			
Contact Person:	Phone:	email:	
Mailing Address:			
Billing Address:			
Number of neonle expected:			

NOTE—NO RED BEVERAGES ARE ALLOWED ON PREMISES FOR ANY EVENTS

Room Sanctuary * ** ***	Basic Fee	
Concert/Recital	\$100	
Balcony	\$ 00	
Gathering Place *	\$75	
Celebrate Center * ** ***	\$75	
Fellowship Hall **	\$50	
Friendship Room **	\$ 00	
Labyrinth Room **	\$ 00	
Theatre Room **	\$ 25	
Choir Room	\$ 00	
Chapel	\$ 00	
Sunday School Room	\$ 00	
Gathering Place Kitchen	\$ 25	
Youth Room	\$ 00	
*additional fees may apply		
** PC and projector available		
***Sound person required		

EXTRA FEES REQUIRED FOR:
Custodial \$25 per hour/\$50 minimum
Sound technician \$25 hr/\$50 minimum
Projector/Media \$25 per hour
Food Coordinator: Costs determined by
menu and type of service.
Linens \$3.00/pc# needed
Coffee \$20/thermos# needed
Nursery \$25

FORM CONTINUES ON BACK

RESOURCES NEEDED:	The placement of tables in the Gathering Place and Friendship
EASEL #	Room is standard. If you decide to change the arrangement of ta-
MICROPHONE	bles in the Friendship Room, you must return them to the original
PIANO	order. The arrangement of tables and chairs may <u>not</u> be changed
PODIUM	in the Gathering Place.
PROJECTOR/PC	EXTRA TABLES ARE NEEDED FOR THIS EVENT. I WOULD LIKE
WHITE BOARD	THEM PLACED:
heating and air condition Our fundamental missis precedent over any oth	on is to provide spiritual support; therefore, weddings and funerals take ner events. All church activities have priority over non-church activities in the facilities and equipment.
	ups/organizations using OSL facilities will sign a waiver of liability or prowith at least a \$1,000,000.00 of general liability and list OSL as an addieneral liability policy.
	weeks before the date of your event. If you do not respond within 48 e taken off the calendar.
utilized including equip	s contract accepts full responsibility for any damages incurred to the space oment and bathroom facilities. In case of an emergency after hours please 3839). Augustana Security (274-0770) locks and unlocks the building.
Signature of Contact	Person:
	Date signed: