DATE OF EVENT:	SMTWTHI	= SA			
Time of Event			Month	Day	Year
Begin:	End:	_SET-UP TIME: _			



Our Savior's Lutheran Church Room Reservation Request For Non Member or For Profit

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

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

Room Sanctuary * ** ***	Basic Fee \$200
 Concert/Recital	\$400
Concert/Recital (2 rehearse)	\$600
Gathering Place *	\$300
Celebrate Center * ** ***	\$300
Fellowship Hall **	\$200
Friendship Room **	\$ 50
Labyrinth Room **	\$ 50
Theatre Room **	\$ 25
Choir Room	\$ 25
Chapel	\$ 25
Sunday School Room	\$ 25
Gathering Place Kitchen	\$100
Youth Room	\$50
*additional fees may apply	
** PC and projector available	
***Sound person required	

EXTRA	FEES	REQU	IRED	FOR:
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Custodial \$25 per nour/\$50 minimun
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
Nursary \$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
MICROPHONE	tables in the Friendship Room, you must return them to the
PIANO	original order. The arrangement of tables and chairs may not
PODIUM	be changed in the Gathering Place.
PROJECTOR/PC	EXTRA TABLES ARE NEEDED FOR THIS EVENT. I WANT
WHITE BOARD	THEM PLACED:
•	church are controlled automatically and scheduled for special
events. The heating	and air conditioning will be on 2 hours before your event.
precedent over any other	n is to provide spiritual support; therefore, weddings and funerals take er events. All church activities have priority over non-church activities in e facilities and equipment.
	ps/organizations using OSL facilities will sign a waiver of liability or pro- rith at least a \$1,000,000.00 of general liability and list OSL as an addi- neral liability policy.
You will be contacted 2 whours, your event will be	weeks before the date of your event. If you do not respond within 48 taken off the calendar.
utilized including equipr	contract accepts full responsibility for any damages incurred to the space ment and bathroom facilities. In case of an emergency after hours please 339). Augustana Security (274-0770) locks and unlocks the building.
Signature of Contact F	Person:
	Date signed:
	Date 3/8/164