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



Our Savior's Lutheran Church Room Reservation Request <u>For Non-Profit Organization</u>

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

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

Room Per SessionSanctuary * ** ***	<u>Basic Fee</u> \$100
Concert/Recital	\$200
Balcony	\$ 25
Gathering Place *	\$150
Celebrate Center * ** ***	\$150
Fellowship Hall **	\$100
Friendship Room **	\$ 25
Labyrinth Room **	\$ 25
Theatre Room **	\$ 25
Choir Room	\$ 25
Chapel	\$ 25
Meeting Room	\$ 25
Sunday School Room	\$ 25
Gathering Place Kitchen*	\$ 75
Youth Room	\$ 25
*additional fees may apply	
** PC and projector available	
***Sound person required	

EXTRA	FEES	REQ	JIRED	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/\$50 minimum

FORM CONTINUES ON BACK

RESOURCES NEEDED: EASEL #MICROPHONE	The placement of tables in the Gathering Place and Friendship Room is standard. If you decide to change the arrangement of tables in the Friendship Room, you must return them to the	
PIANO	original order. The arrangement of tables and chairs may <u>not</u>	
PODIUM	be changed in the Gathering Place.	
PROJECTOR/PC	EXTRA TABLES ARE NEEDED FOR THIS EVENT. I WOULD LIKE THEM PLACED:	
WHITE BOARD		
Temperatures in the 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 othe	n is to provide spiritual support; therefore, weddings and funerals take or events. All church activities have priority over non-church activities in a facilities and equipment.	
·	ps/organizations using OSL facilities will sign a waiver of liability or proith at least a \$1,000,000.00 of general liability and list OSL as an addineral liability policy.	
You will be contacted 2 whours, your event will be	veeks before the date of your event. If you do not respond within 48 taken off the calendar.	
The person signing this contract accepts full responsibility for any damages incurred to the space utilized including equipment and bathroom facilities. In case of an emergency after hours please call Barb Haugan(359-3839). Augustana Security (274-0770) locks and unlocks the building.		
Signature of Contact P	Person:	
	Date signed:	