

RESOURCES NEEDED:

___ EASEL # ___

___ MICROPHONE

___ PIANO

___ PODIUM

___ PROJECTOR/PC

___ WHITE BOARD

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 original order. The arrangement of tables and chairs may not be changed in the Gathering Place.

___ **EXTRA TABLES ARE NEEDED FOR THIS EVENT. I WOULD LIKE THEM PLACED:** _____

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.

Our fundamental mission is to provide spiritual support; therefore, weddings and funerals take precedent over any other events. All church activities have priority over non-church activities in scheduling the use of the facilities and equipment.

Proof of insurance: Groups/organizations using OSL facilities will sign a waiver of liability or provide proof of insurance with at least a \$1,000,000.00 of general liability and list OSL as an additional insured on their general liability policy.

You will be contacted 2 weeks before the date of your event. If you do not respond within 48 hours, your event will be 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 Person: _____

Date signed: _____