

FACILITY USE AGREEMENT

Organization: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Type of Activity: _____

Arrival Time: _____

Finish Time: _____

DESCRIPTION OF SERVICES:

Event: _____

Date & Time: _____

Space Requested: _____

Charges: _____

The Renter is liable for damage to the buildings, to grounds, to furniture, and/or to equipment of Our Saviour's Lutheran Church, and for the safety of all guests. The Renter will be held responsible for costs for repair that exceed normal wear and tear. The security deposit will be used to pay for such costs. Costs that exceed the amount of the security deposit will be charged to the Renter and collected after the event. The Renter also agrees to indemnify and hold harmless Our Saviour's Lutheran Church from any loss, damage, or liability to property or persons resulting from facility use.

Signature of Renter:

Signature of Our Saviour's Lutheran Representative:

To Schedule Your Event

Contact:

Office Manager: 402-483-4126

lpester.oslc@gmail.com

Our Saviour's Lutheran Church is an

ALCOHOL-FREE CAMPUS

Smoking allowed ONLY beyond doors to
East Parking Lot.

Please do not smoke in front of entrances.

Our Mission:

*To Invite, Embrace, and Equip
for the sake of Christ.*



Our Saviour's Lutheran Church

Facilities Use Guidelines

And Agreement

Our Saviour's Lutheran Church

1200 South 40th Street

Lincoln, NE 68510

Phone: (402)483-4126

Email: info@osllincoln.org

www.osllincoln.org

Facility Use Fees

Worship Areas*:

Chapel—Seats up to 125

Sanctuary—Seats up to 450

Weddings \$800.00

- Pre-Marriage Instruction (Prepare/Enrich)
 - Pastor (Honorarium)
 - Wedding Coordinators
 - Church Musician
 - Custodian
- (Non-members accepted, case-by-case)

Recitals and other events \$100.00

(Scheduled by members* only)

Community Room (seats up to 72):

Without Kitchenette \$ 50.00

With Kitchenette \$ 75.00

Set-up by custodian (additional) \$ 25.00

Fellowship Hall (seats up to 125):

Without Kitchen \$100.00

With Kitchen \$125.00

Set-up by custodian (additional) \$ 50.00

Basement Activities Center:

\$ 50.00

Church Vehicles:

Van (seats up to 7)—refundable \$ 50.00

Bus (seats up to 36)—refundable \$ 25.00

(For member use and congregational purposes only)

Use of Chairs/Tables off-site:

Refundable Deposit \$ 50.00

(Members only)

**OSLC staff or designated representative required to be present for use of Worship Areas. Only designated individuals are allowed to work with the sound systems.*

Facilities Use Guidelines

- Alcoholic beverages are not allowed on the church premises (this includes the parking lot). Breaking this guideline will result in the removal of the party from the facility. If the offending party is the event coordinator, the event will be cancelled and no payment will be refunded.
- Smoking is not allowed inside our facility.
- All events must be scheduled through the Office Manager at OSLC.
- All catering must be facilitated by an outside caterer.
- Posters, notices, visual displays, etc. may NOT be affixed to walls.
- You must provide your own paper goods, coffee, sugar, creamer, lemonade, etc.
- Any items brought onto church property must be removed immediately after use. If personal items are left, Our Saviour's Lutheran Church will not be held responsible for them if they are misplaced.
- All groups will restrict their activity to the room(s) assigned.
- When children are in attendance they must be under the control of parents or adults at all times and are not permitted to roam freely in the church or on the property.
- Non-church related groups must provide their own audio-visual equipment.
- Use of facilities is normally limited to non-profit organizations or church members.
- Each group will be held responsible for the care and condition of the space and equipment used.
- Non-profit organizations and members may use non-worship areas **on donation basis** WITH PERMISSION.

Area-Specific Guidelines

Sanctuary and Chapel

NO food or drinks allowed in worship areas.

Use of organ ONLY by permission from the Director of Worship, Music and Arts.

Use of instruments require washed hands.

Do NOT set items other than music on the organ or piano.

Community Room and Fellowship Hall

Please return tables/chairs to their original set-up.

Take trash out to dumpster if used to discard food items.

Basement Activity Center

Games and activity tables may be used.

Children must be under adult supervision at all times.

Kitchenette may be used. Please see below for general kitchen usage.

Kitchen/Kitchenettes

Alcohol is prohibited!

Food and drink items, as well as all tableware, must be provided by group.

Clean up area by washing dishes, pots and pans and return to original storage space.

Take trash out to dumpster.

COFFEE POT in upstairs kitchenette—Read instructions for use!

Vehicles

Groups are responsible for paying for gas.

In order to receive refund on deposit, vehicles should be returned in clean condition with a full tank of gas.

Proper driver's identification and endorsements required of all drivers (No drivers under age 21).

***NO smoking; NO drinking; NO animals allowed in vehicles at any time.**