

**OUR SAVIOR’S LUTHERAN CHURCH  
FACILITY SPACES RENTAL POLICY**

1. Our Savior’s Lutheran Church Facility Spaces are available for rent on a first-come, first-serve basis. Upon execution of this Contract and payment of the fees identified herein, User shall be entitled to the non-assignable right to use and occupy the designated Facility Space(s) during the dates and times specified above.
2. **Fee:** User agrees to the rental fee(s) of:

	<u>Members</u>	<u>Non-Members</u>
Church Sanctuary	-0-	\$150.00
Kitchen	\$50.00	\$100.00
Knutson Hall	\$25.00	\$100.00
Conference Room	-0-	\$40.00 for 4 hours + \$10.00 each addt’l hour (\$40.00 minimum)
Great Hall	\$200.00	\$400.00
Fireside	\$40.00	\$80.00 for 4 hours + \$10.00 each addt’l hour (\$80.00 minimum)
Atrium	\$50.00	\$100.00

User is entitled to use the Atrium and Fireside room at no charge for weddings.

**PLUS THE FOLLOWING MAINTENANCE PERSON CHARGES:**

	<u>Members</u>	<u>Non-Members</u>
<u>Weddings:</u>		
No reception	\$75.00	\$100.00
With Reception	\$125.00 for 4 hours + \$20.00 each addt’l hour (\$125.00 minimum)	\$125.00 for 4 hours + \$20.00 each addt’l hour (\$125.00 minimum)
<u>Non-Wedding Events):</u>		
Church Sanctuary	\$50.00 for 4 hours + \$20.00	\$75.00 for 4 hours + \$20.00 each addt’l

	each addt'l hour (\$50.00 minimum)	hour (\$75.00 minimum)
	<u>Members</u>	<u>Non-Members</u>
Kitchen	\$50.00	\$75.00
Knutson Hall	\$50.00	\$75.00
Conference Room	\$25.00	\$25.00
Great Hall	\$100.00	\$150.00
Fireside	\$25.00	\$25.00
Atrium	\$25.00	\$25.00

**PLUS THE FOLLOWING CHARGES AS APPLICABLE:**

	<u>Members</u>	<u>Non-Members</u>
Wedding Coordinator		
Arrive at or after 11:00 a.m.	\$100.00	\$100.00
Arrive between 9 & 11:00 a.m.	\$150.00	\$150.00
Arrive before 9:00 a.m.	\$200.00	\$200.00
Organist/Pianist		
Wedding and one rehearsal w/soloist	\$150.00	\$150.00
Additional rehearsals	\$25.00/ea	\$25.00/ea
Pastor	\$125.00	\$175.00
Video Crew	\$175.00	\$175.00
Sound Person	\$30.00	\$30.00
Includes sound check (same day)		
REQUIRED when soloist is used		
Table linens usage	\$35.00	\$35.00

**Other Notes:**

Outside groups will be charged at non-member rates. (Charges to non-profit groups may be waived at discretion of Board of Trustees.)

SEE church policies below for guidelines regarding kitchen usage.

\*\*Extended hours may require additional fees.

3. **Payments and Deposits:** User shall pay a deposit of \$50.00 for members and \$100.00 for non-members. Deposit is due upon receipt of the signed Contract and is necessary to secure the date and space. User will not be guaranteed the availability of the Building Space until the required deposit is received and funds cleared by the bank issuing said check. Rental charges are payable by cash, personal or corporate check, or cashier's check. The remaining balance will be due thirty (30) days prior to the event. Our Savior's Lutheran Church reserves the right to request payment by cash or cashier's check.

4. **Cancellation of Failure to Occupy:** Should the User cancel its event prior to the scheduled date, User shall pay Our Savior's Lutheran Church the costs incurred to the date of cancellation. The User agrees to pay the cancellation costs within ten (10) days of receipt of an invoice for the cancellation costs.

5. **Church Policies:**

A. Our Savior's Lutheran Church is a smoke-free facility. User will fully cooperate in enforcing the "NO SMOKING" policy.

B. The use of alcohol, tobacco or any other drugs is not permitted in/on the properties of Our Savior's Lutheran Church. This restriction also pertains to the parking lots, sidewalks and grassy areas.

C. NO animals are allowed in any part of Our Savior's Lutheran Church except those providing assistance to disabled individuals.

D. **No food or drinks are allowed outside the Great Hall when the Great Hall is being rented. No food or drinks are allowed in the Church Sanctuary.**

E. Children are welcome but must be supervised at all times. Children attending functions at Our Savior's Lutheran Church are not permitted in the Sanctuary or classrooms unless accompanied by parents. Running in hallways is not appropriate in God's House.

F. Our Savior's Lutheran Church facilities are not available for commercial or money making enterprises as per the fund-raising policy of Our Saviors Lutheran Church.

G. A staff person must be present at all times when the building is open for functions. One of Our Savior's pastors must be present in some capacity for all weddings.

H. Caterers and groups from outside the church not familiar with our kitchen will need orientation before being allowed to use it. Custodian (or approved substitute) will be present when the kitchen is used and can provide instruction.

I. The kitchen use fee includes the use of the stove, ovens, refrigerators and freezers, dishes, cooking utensils, coffee pots, dish cloths, and towels. Punch bowl and silver service is available by pre-arrangement only.) Use of the kitchen does not include foodstuffs. The dishwasher is included only if the individual operating it has been oriented to its use. (See "H" above). Table linens may be used at an additional charge of \$35.00.

J. Special candles used in the sanctuary that are attached along the pews must meet the following standard – per current Fire Marshall requirements. The holders must be securely fastened and include a glass (non-combustible) chimney. Candles cannot extend past the top of the chimney. Fireworks are prohibited.

Any damages that may occur become the responsibility of the User.

#### RECEPTIONS/EVENTS:

**Seating** is limited to a maximum of 225 people in the Great Hall.

**Seating** is limited to a maximum of 350 people in the Sanctuary.

**Seating** is limited to a maximum of 135 people in Knutson Hall.

**Seating** is limited to a maximum of 35 people in the Fireside Room.

**Seating** is limited to a maximum of 20 people in the Conference Room.

**Seating** is limited to a maximum of 135 people in the Atrium.

6. **Move-Out Time**: User will move out immediately following the event stop time. Our Savior's Lutheran Church has the right to remove any and all goods, wares, merchandise and other property left on the site. User shall reimburse Our Savior's Lutheran Church for any and all costs of such removal and will pay such costs within ten (10) business days of receipt of an invoice for such costs.

7. **Fire Alarm System**: Our Savior's Lutheran Church has a fire alarm system. User is prohibited from using any devices or materials (smoke machines, flaming displays) that may trigger the fire alarm system.

8. **Management**: The privileges granted to the User herein shall not be construed as a waiver of management rights and Our Savior's Lutheran Church retains the full and complete rights to manage and control the premises and to enforce all rules and regulations it deems necessary for the management and control of said premises. Our Savior's Lutheran Church personnel may enter and have access to the areas furnished hereunder at any time, and authorized personnel may enter at reasonable times necessary for the performance of their duties. Our Savior's Lutheran Church reserves the right to eject any person or persons exhibiting objectionable behavior from said premises. Unless otherwise specified in writing, Our Savior's Lutheran Church shall be entitled to schedule other similar events both before and after the date and times of this Contract without notice to the User.

9. **Scheduling Events**: User understands that other areas of the church may be in use by others during any of the periods covered by this Contract. Our Savior's Lutheran Church warrants that it will make its best effort to limit other users from engaging in operations or activities that would interfere with the User's enjoyment of the rights granted under this Contract.

10. **Music and Entertainment**: Our Savior's Lutheran Church reserves the right to control the volume of any music or entertainment.

11. **Alcoholic Beverages:** Absolutely no alcoholic beverages will be allowed in or on any part of the church premises, both exterior and interior, with the exception of wine used for Holy Communion. This restriction also applies to the church parking lots, sidewalks and grassy areas.
12. **Decorations:** Decorations must be free standing or on tables and cannot be affixed to the walls, ceilings, doors, windows or pillars. No potpourri, glitter, bubbles, birdseed or flower petals may be used in decorations. Candles must be “drip less” and contained in a non-combustible container.
13. **Damage Liability:** If any portion of the building, furnishings or works of art are damaged by the default or negligence of the User, User’s agents, employees, patrons, guests or any person admitted to the premises by the User, User will pay to Our Savior’s Lutheran Church upon demand such sums as are necessary to restore the premises to its former condition. Such repairs or restoration will be contracted and due within thirty (30) days of move out.
14. **Acts of God and Other Events Beyond Our Savior’s Lutheran Church’s Control:** Should the premises or any part thereof be damaged or destroyed by fire or natural elements, or any other casualty or unforeseen occurrence, national or local emergency, that renders the premises unfit for occupancy, or otherwise renders the Contract by Our Savior’s Lutheran Church impossible, then this Contract shall be suspended for the period during which the premises shall have been rendered unfit or during which possession cannot be delivered to the User, and Our Savior’s Lutheran Church shall not be held liable or responsible to the User for any damages resulting thereon.
15. **INDEMNIFICATION:** User agrees to indemnify and hold harmless Our Savior’s Lutheran Church, its members, employees and agents from all claims arising out of the conduct, management, or use of, or any work or thing whatsoever done in or about the used premises or structures or equipment therein, or arising out of the condition of any passageway, hallway, stairway, or other place used in connection with the used premises, or arising out of any action or negligence of the User or any of its agents, contractors, employees, patrons or guests, or arising out of any accident, injury or damage whatsoever, in or about the used premises, however caused, to any persons or corporations occurring during the period User and its agents are using the facility, and from and against all costs, attorneys’ fees, expenses, or liabilities resulting from any such claim, action, or proceeding brought thereon, except to the extent such damage, injury or accident is the result of the willful or negligent act or omission of Our Savior’s Lutheran Church, its members, employees or agents.
16. **Insurance:** In order to give force and effect to the above paragraph, User agrees to keep in force during the term of this Contract, comprehensive public liability and property damage insurance issued by a Minnesota licensed insurance carrier and shall furnish to Our Savior’s Lutheran Church no later than seven (7) business days prior to the event, a Certificate of Insurance naming Our Savior’s Lutheran Church as an additional insured, and providing that the insurance will not be canceled prior to termination of this Contract. Said insurance shall provide not less than \$1,000,000.00 of comprehensive general public liability against claims for bodily injury, death or property damage occurring on, in or about Our Savior’s Lutheran Church and adjoining streets, parking lots and sidewalks, for bodily injury and property damage resulting from any one occurrence. At the discretion of Our Savior’s, members of Our Savior’s Lutheran Church may only be required to produce a certificate of insurance.