

**OUR SAVIOR'S LUTHERAN CHURCH
GENERAL BUILDING USE GUIDELINES AND FEES**

3-17-09

Our Savior's Lutheran Church has available rooms suitable for events other than weddings and funerals. Such events might be graduation parties, anniversaries, and other general meetings where space, cooking, serving, loud speaker systems, tables, etc. are required. Following are fees associated with Our Savior's members (only) for such usage. (Non-members may also use these facilities, but such use is limited to Nationally- recognized non-profit organizations such as Girl Scouts, Boy Scouts, and the like. If food preparation is included in the event, a Kitchen Operations fully trained individual is required to be at the function to oversee the preparation. Each non-member request will be handled on an individual basis.) Those persons organizing the event should **always** check with the Church Office to insure that the facility is available, and to get permission to hold the event.

FEE SCHEDULES:

\$200: For the use of and to include the use of the kitchen for cooking, use of all kitchen equipment including kitchen utensils, refrigerators, stoves, dishwashers, and so forth. It also includes the use of the Fireplace room and Fellowship hall including setting up of tables and chairs. At least one person in the group will be fully trained by the Kitchen Operations Committee to insure proper use of the kitchen facility.

\$100: Use of the Fireplace Room and Fellowship Hall as above, but not to include any food preparation. Brought-in food may be served, but the use of the kitchen is limited to minor utensil cleaning, etc.

\$50: Use of the Fireplace Room only with no food preparation as above.

GUIDELINES:

The use of Our Savior's Facilities should be with respect. Under **no** circumstances will any alcohol or drugs be allowed on the property. There will be no smoking inside any part of the building. Dances of any type are specifically prohibited as well as 'brought-in' loud sound systems. Those attending or organizing events are expected to clean up and leave the facility as they found it. A \$60.00 deposit will be required which will be returned unless the custodian is required to clean the areas more than would be required on a normal basis. Whatever portion of the \$60.00 is not used (on a \$30/hr. basis) will be returned.

EXCEPTIONS

Our Savior's Lutheran reserves the right to modify any and all of this policy by action by joint agreement of the chairs of the Board of Elders and the Board of Trustees or their representatives, with confirmation of the boards at their regularly scheduled meeting. Both Boards must agree and each case will be handled on an individual basis and the decision will **not** set precedent for future requests.

This policy has been approved by the Board of Trustees, the Board of Elders, and the Church Council by action taken during the Council's regular meeting on 3-17-09.