

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

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~~, food 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. Each non-member request will be ~~handled~~ considered 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. The sanctuary is not available for any use apart from congregationally sponsored worship or meetings. There shall be no charge for groups within the congregation to use these facilities; however each group is to do their own set up, take down, and clean up.

**FEE SCHEDULES:**

**\$200:** For 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. Kitchen use must follow the Kitchen Operation Policy which can be found in a binder under the microwave.

**\$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 service and utensils, 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, including the use of e-cigarettes. Dances of any type are specifically prohibited as well as 'brought-in' loud sound systems. Those attending or organizing events are ~~expected~~ required to clean up and leave the facility as they found it which includes returning tables and chairs to their proper places.

**EXCEPTIONS**

Our Savior's Lutheran reserves the right to modify or suspend any and all of this policy 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 5-2-2017.