



OUR SAVIOR'S

LUTHERAN CHURCH

Building Use Policy, Agreement, and Release

Approved – September 11th, 2024

“For as in one body we have many members and not all the members have the same function, so we, who are many, are one body in Christ, and individually we are members one of another.” – Romans 12:4 – 5 (NRSV)

Our Savior's Lutheran Church (OSLC) welcomes the use of its facilities by OSLC members and other individuals or groups who support the mission of the congregation. As a congregation, we strive to “welcome all to share Christ's love, to grow in faith, and to live a life of service glorifying God.” Additionally, we as a congregation value all generations, neighbors near and far, sharing, and rejoicing and weeping together. We actively seek way to utilize our properties in the living out of our mission and values.

Priority for building use is first given to ministries and programs of Our Savior's Lutheran Church, and then to nonprofit groups that are supported by OSLC and finally to other nonprofit and service organizations.

Facilities usage falls under the jurisdiction of the Lead Pastor and Church Council. All requests for facilities use are managed through the church office. Individual(s) or group(s) wishing to reserve church facilities for meetings, ongoing programs, or the like should submit a signed version of this policy through the church office, who will get approval from the Lead Pastor for single use events or the Church Council for multiple use events. Those seeking to utilize OSLC facilities/grounds for celebratory events such as birthday parties, wedding/baby showers, and open houses are referred to Our Savior's Reception Policy. No commitment for OSLC facilities/grounds use is finalized until the request is approved by the Lead Pastor and/or Church Council, and the accompanying policy, agreement, and release is signed and submitted to the church office. Any and all applicable usage fees are due before or at the time of the event.

In all cases, the Lead Pastor and/or Church Council reserve the right to refuse the use of church facilities. Additionally, the Church Council reserves the right to cancel all usage agreements at any time without prior notice. Flexibility and understanding regarding funerals and other time-sensitive church events is expected from all building users.

Approval for the use of the grounds and/or facilities of congregation does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the Evangelical Lutheran Church in America (ELCA).



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Scheduling & Capacities

Scheduling facilities for meetings, ongoing programs, or the like, is done in conversation with the church office and/or Lead Pastor, and is subject to space availability. Before beginning the scheduling process, groups must first:

1. Obtain and complete a Building Use Policy form from the church office or on our website, oursaviorsvc.org. Include any additional information you feel might be useful in helping to determine if we can accommodate your group.
2. Return the signed Building Use Agreement and Release form, with accompanying forms, to the church office in person, or via email to oursaviorsvc@outlook.com,
3. Await timely notification whether it your application has been approved or not approved.
4. Following approval, contact the church office at oursaviorsvc@outlook.com or **(701) 845 – 1328** confirm the scheduling of your event.

For scheduling purposes, priority for facility use is first given to members, ministries, and programs of Our Savior's Lutheran Church. Flexibility and understanding regarding funerals and other time-sensitive church events that may arise is expected.

Groups are to refrain from using the Sanctuary and Youth Room. The Gathering Room comfortably seats 30 – 48 across 6 round tables, and includes a small kitchenette and serving counter. The lower dining rooms have a combined seating capacity of 175, and have easy access to the kitchen.

Rules and Regulations

1. **Building Use.** All individuals/groups agree that they will ensure that all participants and guests leave the building after the event. They will be responsible for turning off all lights. If applicable, the group or member will be responsible for locking the room/building.
2. **Key(s).** Keys, if available, may be provided under special circumstances through the church office. When a key is provided, a \$25 per key deposit is required to be forfeited in the event of lost or damaged keys. Keys are not to be duplicated. Keys are to be returned to the church office within two business days of the event for which they were shared. Failure to return keys within two business days will result in the forfeiture of the deposit.



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3. **Smoking and Alcohol Use.** Smoking and alcohol use is strictly prohibited by any individuals or groups using our facilities, including outside the church building on church grounds.
4. **Weapons.** Weapons of any nature are strictly prohibited on church property.
5. **Games of Chance.** Gambling or games of chance on the church premises is strictly prohibited.
6. **Food and Drink.** Food and drink should be limited to designated areas (Kitchen, Gathering Room, or Dining Rooms). Food and drink are prohibited in the sanctuary. Anyone using OSLC facilities is responsible for cleaning up after each use, both inside and outside.
7. **Decorations.** Decorations may not be attached to the walls or doors with tape or other adhesives to ensure no permanent damage to the surface. Balloons, signs, table top decorations, and the like are welcome. Any and all decorations must be removed immediately and completely following the event.
8. **Furnishings and Equipment.** OSLC property is not to be removed from church premises without prior permission from the Lead Pastor and/or Church Council. OSLC property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein.
 - a. **Storage.** Excess storage is limited for organizations other than church groups, as such; all organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.
9. **Breakage.** All persons and/or groups using OSLC facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing this policy and application for facility use shall be responsible for paying costs incurred by OSLC in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgment of OSLC has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.
10. **Emergency Scheduling Conflicts.** OSLC reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.
11. **Security and Valuables.** OSLC works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. OSLC is not responsible for theft or damage to personal property.



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Facility Care

Groups may utilize select spaces, and are to refrain from usage of other spaces including and especially the Sanctuary and Youth Room. The area used for your meeting must be left clean and orderly with furniture and property returned to its designated place, hard surfaces such as counters and tables cleared and wiped down, and all garbage must be bagged and disposed in the dumpster located in the NE corner of the church parking lot. Particular care instructions are as follows:

1. **Gathering Room (Upstairs).** In the event of usage, the Gathering Room kitchenette and serving counter must be left clean and orderly, with dishes, utensils, and the like being cleaned and returned to their proper place, and surfaces cleaned and sanitized. Any food/drink stored on the counter or in the refrigerator must be removed. Trash must be bagged and disposed in the dumpster located in the NE corner of the church parking lot. Any crumbs visible on the floor must be vacuumed using the small vacuum located in the double door closet closest to the kitchenette. Dish washing and cleaning supplies can be found underneath the sink.
2. **Kitchen.** In the event of usage, the kitchen must be left clean and orderly, with dishes, utensils, and the like being returned to their proper place, and surfaces cleaned and sanitized. Any food/drink stored on the counter or in the refrigerator must be removed. Trash must be bagged and disposed in the dumpster located in the NE corner of the church parking lot. If hand towels are used, they must be taken home and returned to the church cleaned. Dish washing and cleaning supplies can be found underneath the sink.
3. **Lower Dining Rooms.** In the event of usage, the lower Dining Rooms must be left clean and orderly, with tables and serving surfaces cleaned and sanitized, and chairs pushed back in. Trash must be bagged and disposed in the dumpster located in the NE corner of the church parking lot. Cleaning supplies can be found underneath the sink in the Kitchen, with buckets to be used for table cleaning found on the counter adjacent to the dishwasher.

Supplies

Individuals or groups must provide their own food/drink, decorations, and other required supplies such as napkins, paper plates, cups, etc. Upon request, OSLC may provide for the use of coffee pots, dishes, silverware, serving trays, etc. When provided, OSLC supplies must be cleaned and returned to their proper place at the time the reception ends. OSLC will provide cleaning materials and supplies for each space as identified above.



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Fees and Honorariums

At present, Our Savior's Lutheran Church does not charge a building usage fee. Individuals and/or groups are required to place a deposit for keys, should building keys be issued. Donations above and beyond required fees to help support our mission and ministry are welcome and appreciated.

Fee	Amount	Notes	Check Payable To:
Key Deposit	\$25 (per key)	<i>Only when key(s) are issued.</i>	Our Savior's Lutheran Church <i>To be returned upon return of key(s), otherwise shall be forfeited.</i>



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Building Use Agreement and Release

Name of Organization: _____

Organization's Mission: _____

Address: _____

Phone: _____ Email: _____

Person(s) of Contact:

Name: _____ Role: _____

Phone: _____ Email: _____

Name: _____ Role: _____

Phone: _____ Email: _____

Name: _____ Role: _____

Phone: _____ Email: _____

Usage Date(s) Requested: _____ Start Time: _____ End Time: _____

Frequency: ___ One Time Only ___ Weekly ___ Monthly ___ Other

Additional Notes: _____



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General Information: Please describe in detail the type of event you will be bringing to our facility, including estimated number of participants. Please also note any special requests Our Savior's might need to accommodate.

Is your group a Nonprofit 501(c)(3) organization? Yes: _____ No: _____

Rooms Requested:

- Gathering Room
- Kitchen
- Lower Dining Room (small)
- Lower Dining Room (large)
- Conference Room
- Church Parlor (Old Library)

Certificate of Insurance: Groups that are unaffiliated with Our Savior's Lutheran Church are required to provide proof of insurance naming _____ as additional insured. A certificate should be turned in to the church office before or at the time returning this policy. No usage will be scheduled without proof on insurance. For continuing usage, this form should be renewed annually.



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Hold Harmless Clause

I/We have read and agree to this policy and agreement, and agree to the following Hold Harmless Clause: As part of the consideration for being allowed to use your facility, building, and grounds as well as all appliances, fixtures, and supplies, I/we release the Our Savior's Lutheran Church, its trustees, employees, agents, or representatives from any claim for damages, illness, injury or death which may occur while holding our event(s). I/We further agree to save and hold harmless Our Savior's Lutheran Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in this/these event(s).

Signature: _____

Print Name: _____

Date: _____

For office use:

Key #: _____ **Date checked out:** _____ **Date Returned:** _____

Request: Approved | Denied

Date: _____

Signature: _____

Role: _____