



OUR SAVIOR'S

LUTHERAN CHURCH

Reception Policy

Approved – September 11th, 2024

"This is the day that the Lord has made; let us rejoice and be glad in it." – Psalm 118:24 (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.

Building usage falls under the jurisdiction of the Lead Pastor and Church Council. All requests for building use are managed through the church office. This policy shall be used in conjunction with Our Savior's Wedding Policy for those desiring to use OSLC facilities/grounds for the purpose of a wedding rehearsal or wedding day reception, or for those desiring to use OSLC facilities/grounds for a one-time celebratory event such as a birthday party, wedding/baby shower, open house, or the like.

Those seeking to utilize OSLC facilities/grounds for meetings, ongoing events, other non-celebratory events are referred to Our Savior's Building Use 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 is signed and submitted to the church office. Usage fees are due before or at the time of the event.

Scheduling & Capacities

Setting the date and time for a reception is done in conversation with the church office and/or Lead Pastor, and is subject to space availability. 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. Reservation of this space is not considered complete until this policy is signed and approved.

Receptions may utilize the Gathering Room (upstairs), Kitchen, and/or lower Dining Rooms, and are to refrain from usage of the Sanctuary and Youth Room. The Gathering Room comfortable 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.



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Rules and Regulations

1. **Building Use.** All individuals/groups agree that they will ensure that all receptions participants and guests leave the building after the event. They will be responsible for turning off all lights. As applicable, the group or member will be responsible for locking the room/building.
2. **Key(s).** Keys, as 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.
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. 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.
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.



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Facility Care

Receptions may utilize the Gathering Room (upstairs), Kitchen, and/or lower Dining Rooms, and are to refrain from usage of the Sanctuary and Youth Room. The area used for your reception 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

Below are required fees to hold a reception at OSLC. These fees offset building operating costs, cleaning supplies, and custodial time. All fees must be paid at or prior to the holding of the reception. The building usage is waived for members, defined as a "baptized or confirmed member, or an immediate family of a baptized or confirmed member." Donations above and beyond required fees to help support our mission and ministry are welcome and appreciated.

Fee	Amount	Notes	Check Payable To:
Building Usage	\$100	<i>Waived for Members</i>	Our Savior's Lutheran Church
Building Maintenance and Cleaning	\$50		Direct to Our Savior's Custodian (<i>name to be provided by church</i>)
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>

Hold Harmless and Policy Agreement

I/We have read and agree to this policy, 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 this reception. 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 reception.

Signature: _____

Print Name: _____

Date: _____

For office use: Key #: _____ **Date checked out:** _____ **Date Returned:** _____