

Today's Date: _____, 20_____

Received: _____
(For Official Use Only)

Name of Group: _____

Submitted by: (Your Name) _____

Address: _____

Phone #: (_____) _____

Email Address: _____

Date of Event(s): _____

Type of Event: _____

Hours of use: (From) _____ (To) _____ Number of Attendees: _____

Area Requested:

Church

_____ Sanctuary (350)

_____ Fellowship Hall (275)

_____ Fellowship Hall Kitchen

Educational Wing

_____ Classroom # _____

_____ Library

Activity Center

_____ Activity Center (1,200)

_____ Activity Center Kitchen

_____ Activity Center Concession Stand

Outside Grounds: _____ Pavilion: _____

_____ Parish House

What equipment are you requesting to use from Our Savior?

What equipment do you desire to bring with you?

PLEASE NOTE: If there is a fee required for this use, payment is due after approval and before the event is placed on the calendars.

Submit this form to the office.

(636-343-2192) or (636-343-7511) or gkeever@oursaviorlcs.org

Facility Use Fee Schedule:

Room:	Members:	Non-Members:
Sanctuary	-----	\$150.00
Fellowship Hall	\$30/hr.	\$40/hr.
Fellowship Hall Kitchen	\$10/hr.	\$20/hr.
Activity Center	\$45/hr.	\$60/hr.
A.C. Kitchen	\$18/hr.	\$18/hr.
A.C. Concession Stand	\$18/hr.	\$18/hr.
Pavilion	\$8/hr.	\$15/hr.
Soccer Field Area	\$8/hr.	\$15/hr.
Parish House	\$8/hr.	\$15/hr.

Hold Harmless Agreement: It is hereby understood and agreed that applicant and all those attending the activity shall hold Our Savior Lutheran Church and School harmless for ANY injury or property damage which results from the activity. In addition, applicants shall be financially responsible for any damage caused to the facilities of Our Savior Lutheran Church & School as a result of the activity or carelessness of individuals. (NO exceptions; NO additions or deletions)

NOTE: An additional fee may be charged for damage of any property or any property left in a mess which requires additional cleaning on our part. (Your group is responsible for leaving the facilities in as good a condition as when you arrived).

Renters Signature (required): _____ **Today's Date:** _____

NOTE: Your signature assures OSL you will abide by all rules, regulations, and guidelines set forth by this Congregation, either written or verbal. Any infraction of the regulations and guidelines may be grounds for immediate dismissal without refund.