

Event Planning



OUR SAVIOR'S
LUTHERAN CHURCH

**9185 Lexington Avenue
Circle Pines, MN 55014
763.784.1971**

Revised September 15, 2025

Created for Relationship

with God,

all people everywhere

and creation itself.

Called to equip people to Serve

by growing disciples

of Jesus Christ.

Office Use Only

Fee Required: _____. Payment Received: ____ / ____ / ____

Cash Check Check # _____

Date Approved: ____ / ____ / ____

Approved by: _____

Security Deposit: _____. Deposit Received: ____ / ____ / ____

Cash Check Check # _____

Security Deposit Returned on: ____ / ____ / ____

By: _____

To: _____

Request to Schedule Event (continued)

Contact Name: _____

Phone #: _____ Cell Landline

OSLC or Community Group Name: _____

Group Supervisor Name: _____

OSLC Staff Involved: _____

Publicity (article must be submitted by email to office@oursaviorsonline.org by noon Monday, 2 weeks prior to the event):

Bulletin OSLC Calendar No Publicity

Building Access Code Needed

If not, who is providing access? _____

Indemnity Agreement

The Organization and individual using OSLC facilities agrees to indemnify and hold OSLC and its staff and volunteers harmless from any and all liability, claims, demands, actions, and causes of action including attorney's fees, which may arise out of the use of the OSLC facility.

This agreement includes, but is not limited to, claims that may arise out of any loss, injury, damage, or death that may have incurred, including the theft of vehicles and the theft of property from vehicles.

This agreement includes, but is not limited to, claims that may arise should the User's activities involve placing minors under the care of persons other than their own parents or guardians.

Organizations and individuals using OSLC for private functions are responsible for the care and safety of their members and guests and for the security and protection of their own equipment and property against loss or damage.

I have read, understood and accept the responsibilities listed in the Facility Use Policy within this event planner.

Group Supervisor Name: _____

Signature: _____

Date: ____ / ____ / ____

Facility Use Policy

We are pleased that you have chosen to have your event at OSLC. We want your use of our facility to be a positive experience. Please read and honor the usage guidelines. We look forward to your next gathering with us.

1. All regularly scheduled church programs and ministries will take priority over other requests for use of the facilities.
2. All non-church ministry related activities are subject to approval by staff, can only be scheduled within 6 months of the event date, and are subject to cancellation for a church activity.
3. Use of the facility must not conflict with the identity and purpose of OSLC and use shall comply with all applicable state and local laws, ordinances and regulations.
4. A written event request form must be completed by all groups and individuals who desire to use the facility.
5. All groups and individuals are required to provide set-up and clean-up of the spaces utilized. In situations where it is deemed necessary by our Officer Manager, our cleaning crew will be employed and costs assumed by the sponsoring organization or Group Supervisor.
6. All spaces must be returned to the order and arrangement they were in upon arrival.
7. Decorations shall be limited to tables only. No wall or ceiling decorations are allowed. Exceptions require written approval.
8. A Group Supervisor, over 18 years of age, must be present during the event.
9. It is the responsibility of the Group Supervisor to turn off lights and lock doors throughout the building upon completion of their event.
10. There is no storage space available for any groups. Any exceptions require Office Manager approval (refrigerator, freezer, cupboards, closets, etc.).
11. Any equipment, supplies, or items damaged or missing/lost will be repaired or replaced by OSLC and the cost assumed by the sponsoring organization or Group Supervisor. Equipment and furnishings shall not be removed from the building.
12. Activities must conclude by 10pm, unless approved prior to the event by the Office Manager.
13. The use of alcoholic beverages or drugs in any form is prohibited on OSLC premises.
14. Smoking, e-cigarettes, vaping, and marijuana are prohibited in the building of OSLC.
15. Use of organ, projection equipment, and sound in the sanctuary must be provided by an approved OSLC staff member.
16. Organizations (businesses and non-profits) with Certificate of Insurance (\$1 million) must provide a copy to the office annually or 14 days before the event.
17. Caterers preparing food on-site must provide a Certificate of Insurance (\$1 million) to the office 14 days before the event.
18. Persons or groups renting space for a special event such as a graduation party, community event, organizational meeting or other similar events are required to provide, 14 days prior to the event, proof of insurance (\$300,000 to \$1 million dollars) through Homeowners or Renters insurance that extends coverage to rental space. Exceptions require written approval.

Facility Usage Fees

All groups must make a security deposit of \$200. The deposit (check made out to OSLC preferred, or cash is acceptable) in this amount must be included with this contract. This deposit is refundable within 2 weeks after the event, provided there is no damage or maintenance required to return the room to its original condition and setup when you arrived for your event. Signed contract and event fees need to be received to use the facility. A written cancellation request must be received by the church office at least 2 days prior to the event. Refunds will occur within 5 working days.

Listed are standard fees for typical uses of the facility. Special considerations such as weddings and funerals are addressed separately.

Community Service/Non-Profit Organizations

(e.g. AA, OA, Scouts, MomCo)

- Must provide a copy of Certificate of Insurance annually
- No facility usage fees required; donations accepted to help defray costs.

Member Personal Use/Organizations with Member Sponsor *

(e.g. graduations, showers, recitals, reunions: **events are scheduled in 2-hour increments, including set-up and clean-up**; additional time is added in 2-hour increments)

- Security deposit
- No facility usage fees required; donations accepted to help defray costs.

General Public

(e.g. art show, training sessions, recitals: **events are scheduled in 2-hour increments, including set-up and clean-up**; additional time is added in 2-hour increments)

Sanctuary (up to 350 people)	\$200.00
Luther Hall (up to 200 people)**	\$200.00 (\$100 if < 25 people)
Kitchen (only)	\$100.00
Classroom/Conference Room (up to 25 people)	\$25.00
Nursery (must be supervised by age 18+)	\$25.00

Other Services

Upon approval by Office Manager: **scheduled in 2-hour increments**; additional time is added in 2-hour increments.

NOTE: piano and/or organ are not to be moved from their present position.

Piano	\$25.00 (waived for non-business)
Pianist ***	\$150.00
Organ	(Waived)
Organist ***	\$200.00
Custodian Fee ***	\$150 (flat fee, waived for non-business)
Sound only Technician***	\$100.00
Projection only Technician***	\$100.00
Sound/Projection Technician ***	\$150-\$200 (based on need)

* Check must be from member or sponsoring member

** Luther Hall usage includes the Kitchen

*** Please have check payable to individual, not OSLC

Request to Schedule Event

Member Non-Member Community/Non-Profit

Event Name: _____

Date Requested: ____ / ____ / ____ Requested by: _____

Single Occurrence

Multiple Occurrences Frequency: Daily Weekly Monthly

Desired Dates - From: ____ / ____ / ____ To: ____ / ____ / ____

Desired Time for set-up/clean-up. From: _____ To: _____

Event Start/End Time: From: _____ To: _____

Room(s) Requested: Sanctuary Luther Hall/Kitchen Kitchen Only

Narthex Conference Room Classroom (Room # _____) Nursery

Number of people expected: _____

Use this section only if using paid custodian

Room arrangement: _____

Chairs: _____ # Tables: _____

Notes/Instructions: _____

Equipment

Piano Organ Sound System Projection Equipment

Personnel Requested

Pianist Organist Custodian Sound Technician Projection Technician