

EVENT PLANNING



Revised January, 16 2025

9185 Lexington Ave
Circle Pines, MN 55014
763.784.1971

*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: _____

Check or Cash? _____ If Check #: _____

Date Approved: _____

Approved By: _____

Security Deposit: _____ Deposit Received: _____

Check or Cash? _____ If Check #: _____

Security Deposit Returned on: _____

By: _____

***For the purpose of this document Our Savior's Lutheran Church may also be referred to as it's abbreviation, OSLC.**

Request to Schedule Event (continued)

Contact Name: _____

Day Phone: _____ Evening Phone: _____

OSLC or Community Group Name: _____

Group Supervisor Name: _____

OSLC Staff Involved: _____

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

Bulletin OSLC Calendar No Publicity

Building Code Needed: Yes No If no, who is providing access?: _____

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 Our Savior's. We want your use of our facility to be a positive experience. Please honor the usage guidelines and 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.
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 deemed necessary by our Office Manager, our cleaning crew will be employed and costs assumed by the organization or Group Sponsor.
6. All spaces must be returned to the order and arrangement they were in upon arrival.
7. A Group Supervisor, over 18 years of age, must be present during the event.
8. It is the responsibility of the Group Supervisor to turn off lights and lock doors throughout the building upon completion of their event.
9. There is no storage space available for any groups. Any exceptions require Office Manager approval. (refrigerator, freezer, cupboards, closets, etc).
10. Organizations with Certificate of Insurance must provide a copy to the office annually.
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.
12. Activities must conclude by 10 pm (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-cigarette, vaping, and marijuana are prohibited in the building of OSLC.
15. Use of organ, projection in sanctuary, and sound must be provided by an approved OSLC staff member.

Facility Usage Fees

All groups must make a Security Deposit of \$200.00. The deposit (check made out to OSLC preferred, or cash acceptable) in this amount must be included with this contract. This deposit is refundable within two weeks after the event, provided there is no damage or maintenance required to return the room to the original condition and set up when you arrived for your event. Signed contract and event fees need to be received to use the facility.

Community Service/Non-Profit Organizations

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

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

Member Personal Use/Organizations with Member Sponsor*

(i.e. 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)

Sanctuary (up to 350 people)	\$25.00
Luther Hall (up to 200 people)**	\$50.00
Kitchen (only)	\$25.00
Narthex (up to 25 people)	\$25.00
Classroom/Conference Room (up to 25 people)	No fee

General Public

(i.e. art show, training sessions, recitals, **seminars 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 less than 25 people)
Kitchen (only)	\$100.00
Narthex (up to 25 people)	\$50.00
Classroom/Conference Room (up to 25 people)	\$15.00
Nursery (must be supervised by age 18+)	\$15.00

Other Services

Upon approval by Office Manager and for up to 2 hours; additional hours are charged 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	\$25.00 (waived for non-business)
Organist***	\$200.00
Custodian Fee***	\$50.00 (\$25 each additional hour; for events in excess of 100 people custodian is required)
Sound System	\$100.00 (waived for non-business)
Sound/Projection Technician***	\$100.00 (sound only)
	\$150.00 (sound and projection)
	(Technician Fee based on 2 hours, \$35 each additional hour)

*Check must be from 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 Request Submitted: _____ Requested By: _____

Single Occurrence?
 Multiple Occurrences?

Frequency: Daily
 Weekly
 Monthly

Desired Date(s): From: _____ To: _____

Desired Time: Setup/Clean up From: _____ To: _____

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

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

Narthex
 Conference Room
 Classroom Room # _____

Number Expected: _____

Use this section only if using paid custodian

Room Arrangement: _____

#Chairs: _____ #Tables: _____

Comment: _____

Equipment: Piano Organ Sound System Projection Equipment

Personnel Requested: Pianist Organist Custodian Audio Technician