Non-Member Building Use Agreement (revised January 2016)

**Your event.** Date(s) of event:_____________________________________________________________

Purpose of event:________________________________________________________________________

**Contact information.** Name of person organizing event: ______________________________________

Organization:____________________________________________________________________________

Phone number(s):  ________________________________________________________________

eMail address:____________________________________________________________________________

**OSLC staff member liaison:**____________________________________________________________

**Set-up for event.** When will set-up occur?_________   Who will set up?________________________

Will room rearrangement be needed? Please describe:

**Clean-up for event.** Please list the person responsible for cleaning up. (After your event, this person must check that all areas which were used, including bathrooms and kitchens, are in the same condition as found. All equipment including kitchen equipment must be clean and put away in the same location as it was found. )

Person responsible for cleaning up: _______________________________________________________

When will clean-up be finished? __________________________________________________________

<table>
<thead>
<tr>
<th>Date(s) of event</th>
<th>Start time*</th>
<th>End time**</th>
<th>Rooms or areas to be used</th>
<th>Number attending</th>
<th>Comments</th>
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*Includes set-up.

**Includes clean-up.
Equipment. Please list the OSLC equipment you will use, for example, microphone, sound system, the community bread oven, etc.

Number of tables: _____  Number of chairs: ______  Place settings: ______

Facility Rules and the Terms of this Agreement. In this agreement, “OSLC” refers to Our Saviour’s Lutheran Church, the owner. “User” refers to the person or group who/which will use the facility.

No alcohol may be served without permission. Request permission at least six weeks in advance.

No smoking is allowed except outdoors near the ashtrays provided at the front and back entrances.

Respect the space and the others who share it. Inappropriate language or behavior is unacceptable.

Only those rooms and areas listed in this agreement -- and the bathrooms, coat area and parking lot -- may be used. Do not trespass in other areas of the building or grounds. The community bread oven may not be used unless it is listed in this agreement.

An event start time and end time (including set up and clean up) is stated in this agreement. The User agrees that he/she and his/her guests will leave by the stated end time. Failure to do so will result in additional charges. Events must end by 10:00pm at the very latest.

Tables, chairs, and other equipment may not be moved from one room to another unless that rearrangement is described in this agreement. The User is responsible for leaving equipment and the facility in the same arrangement and condition he/she found it.

No materials may be posted on the walls without prior approval.

User must provide supervision for his/her event. Children must be supervised at all times, including their use of the bathrooms. No childcare facilities or services are available.

The User is responsible for any damage during the time the User or his/her guests occupy the facility and grounds.

The User will not conduct nor permit any business or activity which is illegal.

OSLC will provide a liaison for this event. The liaison will assist with locking and unlocking doors, operating lights and heat, and other building-related concerns. The liaison is NOT responsible for helping supervise the event.
OSLC reserves the right to terminate an event which has been misrepresented as to purpose or violates these rules. We’ve never terminated an event, but in the unlikely event that we must do so, the User is still responsible for paying for the reservation and all goods and services used.

In the event that the facility cannot be used by the User due to fire, power failure or the like, OSLC will refund all monies except those for goods or services already provided. This refund constitutes a final settlement.

The User shall indemnify and hold harmless OSLC against any and all claims of injury or damage to person or property arising out of the use of the premises by the User.

This agreement is not confirmed until signed by both parties and fees due are paid. If the User fails to pay any fee by the due date, OSLC reserves the right to void this agreement. Fees and the dates they are due are detailed on the attached Non-Member Schedule of Fees.

User’s signature: ___________________________________________ Date: __________

OSLC staff or Council signature: ________________________________ Date: __________