

Our Savior Lutheran Church Rental Guidelines

All rental requests must be made 72 hours before preferred date.

A submitted request does not mean the venue and date are available. You will receive a confirmation e-mail once it has been approved.

Fill in as much information as possible for the event space is being reserved for. Include if tables, chairs, Audio Video equipment, Microphone, Kitchen, Lectern, Easel, etc are needed. If renting Wegner and the kitchen space is needed please inform upon initial rental request. Kitchen is closed to the public during school lunch hours. If outside food is to be provided for a function, it must be prepared off-site and brought it to be ready to serve.

Cancellation must be done 48 hours in advance, otherwise limitations to continuing use of event spaces will occur. Any change requests must be made 72 hours (3 days) prior to the event with the knowledge *there is no guarantee change requests can be accommodated.*

If renting a van, you must be on the approved driver list and under the Church's insurance. If you are not currently on the approved driver list and would like to be you need to submit your information to Jennifer Johnson no less than 7 days before the event to be added to the insurance coverage. If you fail to do so then you will not have access to drive the van and must schedule an approved driver. Vans must return clean, all trash removed and if tank has been emptied, gas must be replenished to the level it was at when you picked it up. (i.e. If the tank is half full, when returned, the tank needs to be half full.)

If childcare is required during an event, you and your organization are responsible for providing that service. If there is not proper childcare coverage, the space can not be used. The church is not liable for any outside hired services.

Use of ALL reserved space and vehicles require clean-up, lock-up, return of keys, turn-off lights and A/C immediately upon conclusion of use to ensure safety, security and stewardship of resources.