



FACILITIES USE REQUEST APPLICATION

W299 N5782 County Road E, Hartland, WI 53029

(262) 367-6000

Fax: 262-367-6769

oursaviorshartland.org

Date Requested	Arrival Time	Departure Time	Number of Adults Attending	Number of Children Attending	Number of Supervising Adults
Name of Requesting Group			Purpose of Group		
Full Address			Phone Number		

Children and Youth Group users must supervise attendees at all times. You may only use the facility portion for which you have been approved. Saturday evening activities must conclude by 3:00 p.m. to allow for worship service preparation.

Requested Areas of Use:

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Narthex
<input type="checkbox"/> Classroom(s)	<input type="checkbox"/> Nursery	<input type="checkbox"/> Chapel	<input type="checkbox"/> Grounds

User Levels	
1	OSELC sponsored activity
2	Nonprofit service organization
3	Nonprofit service organization making charge to function guests
4	Private organization use
5	Individual use (member-nonmember) use, directly or indirectly related to a private enterprise from which a revenue is gained by request agent or group. Fixed rate facility use

FACILITY CHARGES						
Facility Area	Rate or Fee per User Level					Time Frame
	1	2	3	4	5	
Sanctuary	\$0	\$0	\$25	\$50	\$50	4 Hours
Fellowship Hall	\$0	\$0	\$25	\$50	\$50	4 Hours
Kitchen	\$0	\$0	\$35	\$35	\$35	Flat Fee
Narthex	\$0	\$0	\$10	\$10	\$10	Flat Fee
Classroom(s)	\$0	\$0	\$5	\$5	\$5	Per Room Unlimited
Nursery	\$0	\$0	To be Determined			
Chapel	\$0	\$0	\$10	\$10	\$10	Flat Fee
Grounds	\$0	\$0				
Weddings	See Schedule					
Funerals	See Schedule					

A fee of \$25/hour may be charged for custodial services as may be required for preparation, clean up, or special set ups. Weekend custodial fee is \$35/hour. Users may assist to lower cost.

Thank you for considering OSELC for your event.

AS A USER AT ALL LEVELS, your responsibilities are:

- A. Supervise your guests at all times.
- B. Use areas which you have been approved for.
- C. Assist in clean up and special set up. Return items to their original location.
- D. Assure no damage to church properties. Report any damage to the church office.
- E. SMOKING AND ALCOHOL ARE PROHIBITED ON PROPERTY.**

SPECIAL NOTICE—

IF THIS IS A CHURCH SPONSORED ACTIVITY, your responsibilities are:

- A. You are responsible for your own set up and taken down unless prior arrangements have been made with custodial staff in a timely fashion.
- B. Provide **adequate supervision** at all times in the building.
- C. If you use the fellowship hall and kitchen, you are responsible for clean up of all waste materials generated by your group. Place waste in plastic bags. Place bags in the dumpster by storage building.
- D. When leaving the facility, be sure you have returned equipment to proper locations. Turn off lights and check to see all doors and windows are in locked position. Did you check for open windows?

Our Savior’s Evangelical Lutheran Church (OSELC) is not responsible for lost, damaged or stolen items, nor for items left or stored on church property.

OSELC may request that your function provide an appropriate certificate of insurance.

A deposit payment is required at the time of application, which is based on the information provided on the front of this form and compiled below. Your actual fee may vary and will be determined at the conclusion of your event. Please make your check payable to OSELC.

Facility Use Fee	\$ _____
Custodial Fee	\$ _____
Miscellaneous Fee	\$ _____
Estimated Total Fee	\$ _____
50% Deposit	\$ _____

Your application will be reviewed at the OSELC staff meeting which is usually the Wednesday following your submission. You will be notified as to the status of your application. If your application is denied, your deposit will be returned in a timely manner.

OSELC reserves the right to reject applications for use. OSELC functions, such as funerals, will take precedence over all applications. All Saturday events must conclude by 3:00 p.m. to allow for worship service preparations. Cancellations may result or adjustment in times may be necessary.

I/We, the above-listed applicant, agree to the conditions and fees presented.

Signature: _____ Contact Phone: _____

Authorize Facility Use Agent Approval: _____ Date: _____

Senior Leadership Team Approval (if required): _____ Date: _____