



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		

Requested Areas of Use:

- | | | | |
|---|--|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Narthex | <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Classroom | <input type="checkbox"/> Nursery |
| <input type="checkbox"/> Church Grounds | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Music Room | <input type="checkbox"/> Chapel |
| <input type="checkbox"/> Sanctuary | | | |

Group Size	Requested Personnel	Minimum Charge	Actual Charge
Large Group (50 or more in attendance)	<input type="checkbox"/> Pastor	\$150	_____
	<input type="checkbox"/> Musician	\$200	_____
	<input type="checkbox"/> Custodian	\$50-100 TBD	_____
	<input type="checkbox"/> Office Staff	\$15/hour	_____
Smaller Groups (less than 50 in attendance)	Please consider a donation to OSELC.		
TOTAL CHARGE			_____

A \$100 deposit payment is required for large groups at the time of application. Make check payable to OSELC. If your application is denied, your deposit will be returned in a timely manner.

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

Signature of Applicant Date

Signature of OSELC Office Manager/Church Secretary Date

Thank you for considering OSELC for your event.

APPLICANT responsibilities are:

- A. Supervise your guests at all times.
- B. Use only areas for which you have been approved.
- 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.

IF YOU ARE A CHURCH SPONSORED ACTIVITY, your responsibilities are:

- A. You are responsible for your own set up and take 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 using 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 all waste bags in the dumpster by garage. Vacuum as needed.
- 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.

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.

Rev. 2/10

Approved by SLT 2/11/10