



**Special FACILITIES USE  
REQUEST APPLICATION FOR  
For-Profit Group/Organization/Business**

\*60 days notice required for requests of FOR profit events

W299 N5782 County Road E, Hartland, WI 53029

(262) 367-6000

oursaviorshartland.org

Date Requested	Arrival Time	Departure Time	Number of Adults Attending	Number of Children Attending	Number of Supervising Adults
Name of Requesting Group and Contact Person			Purpose of Group		
Full Address			Phone Number	Cell Phone Number	
Describe Activity facility will be used for:			Other groups/organizations/businesses participating:		
Charges/fees for other participants:					
Charges/fees for attendees:			Where will profit dollars go?:		

**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 \$100 (50 or more in attendance) Expected attendance _____	<input type="checkbox"/> Pastor <input type="checkbox"/> Musician <input type="checkbox"/> Custodian <input type="checkbox"/> Office Staff	\$150 \$200 \$50-100 TBD \$15/hour	_____ _____ _____ _____
Smaller Groups (less than 50 in attendance)	Please consider a \$25 donation to OSELC		
<b>TOTAL CHARGE</b>			

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 Our Savior's Business Manager Date

SEE REVERSE FOR ADDITIONAL INFORMATION

Thank you for considering OSELC for your event.

- Our Savior's Evangelical Lutheran Church (OSELC) does allow the use of its facilities (both free and fee based) for groups based on the following policy guidelines:
- OSELC allows the use of its facilities for NON profit congregational groups and organizations subject to availability.
- Outside area NON-profit groups and organizations may be allowed to rent the church facilities depending on availability and approval of staff/Leadership Team.
- Events or activities which are **FOR profit** in scope, and benefit a FOR profit organization, group or business, whether church or non-church members are in general, **excluded from use of OSELC facilities**. Groups falling under this category *may however*, request a special approval from the Leadership Team with proper information forms filled out. Contact Staff for forms. **60 day advance notice is required**.
- All fees, applicant and/or church sponsored activity responsibilities apply and are spelled out on Facilities Use Request application.

**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.

Our Savior's Evangelical Lutheran Church (OSELC) may request that your function provide an appropriate certificate of liability insurance with a minimum liability occurrence limit of \$100,000. The certificate of insurance will indicate that your organization has made Our Savior's an "additional insured" with respect to the use by your organization of the above described premises.