

**THE LUTHERAN CHURCH OF OUR REDEEMER  
FACILITY USAGE REQUEST**

Facility/Room(s) to be Reserved:		
Date(s) to be Reserved:		
Time to be Reserved:	Time event begins:	Time event ends:
Name of group or organization:		
Description of Activity:		
Expected Number of Participants:		
If requesting use of the Fellowship Hall, do you want the movable wall:	Open	Closed
Number of Round Tables (24 avail):	Number of Chairs (200 avail):	
Number of Rectangular Tables (21 avail):	Is AV equipment going to be used?	Yes    No
Your Name:	Day Ph#:	
Cell/Other Phone No.	Email:	
Are you a member of the Lutheran Church of Our Redeemer?		
Address and church affiliation (if not a Redeemer member):		

- |                                |     |    |                         |
|--------------------------------|-----|----|-------------------------|
| * Custodian Set Up Requested   | yes | no |                         |
| * Custodian Clean Up Requested | yes | no | <i>(Fee may apply.)</i> |

(If you have requested set up, please draw a sketch of desired table and chair arrangement on the back of this form. We must have this information no later than **a week prior to the event** date. If you wish to use any AV equipment, you must speak to Jeremy Seger prior to the event. If you want to use Redeemer's equipment, you must pay the sound tech fee.) **\*PLEASE SEE ATTACHED SHEET FOR CUSTODIAL FEE SCHEDULE FOR MEMBERS AND NONMEMBERS.**

**If you will require a cardkey** to access the facility, arrangements must be made with the Church Office in advance for pick up and drop off. **All cardkeys must be returned to the Church Office immediately after use. The cardkey may be dropped in the office inbox just outside the Church Office.**

**I have read, understand and signed the Facility Usage Policy Statement and Cardkey Control Agreement, which clearly outline my obligations regarding fees (if applicable) and responsibilities in conjunction with my use of the facilities at the Lutheran Church of Our Redeemer.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(please be sure to sign the last page also!)*

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FOR OFFICE USE ONLY:  
Reservation recorded on Church Master Calendar \_\_\_\_\_ Original to Trustees: \_\_\_\_\_  
(Date) (Date)  
Approved by Trustees: \_\_\_\_\_

Amount Due: \_\_\_\_\_ Date Payment Received: \_\_\_\_\_

## LUTHERAN CHURCH OF OUR REDEEMER FACILITY USAGE POLICY STATEMENT

### **Sanctuary Use for Weddings**

The purpose of the Sanctuary is to administer the Word and Sacrament as held by the Lutheran Church – Missouri Synod. Non-members are those who are not communicant members of Our Redeemer. Wedding ceremonies at Our Redeemer will be conducted by Our Redeemer's Pastor and organist unless satisfactory arrangements are made and approved by the Pastor and Trustees.

Use of the Sanctuary should not interfere with regularly scheduled worship services or conflict with Lutheran theology and practices. Any use of the Sanctuary by non-members will be at the discretion of the Pastor/Board of Elders.

### **FEES:**

**Both members and non-members** are to pay the following fees in conjunction with a wedding:

Pastor:	(suggested: \$175.00 – 275.00)
Prepare/Enrich Pre-marital Survey	\$ 35.00
Organist:	\$250.00

Organist fee includes:

One (1) consultation with the bride as soon as possible after the wedding date is set

One (1) hour rehearsal the week of the wedding

The wedding service

Additional rehearsal time cost is \$20.00 per hour

Custodian (wedding only)	\$100.00
Custodian (wedding and reception)	\$200.00
Sound Technician:	\$ 75.00

***A sound tech (trained and approved by LCOR) is required, unless exempted by Pastor. All AV needs MUST be discussed with Jeremy Seger prior to the event)***

Unity Candle and candleholder *(supplied by the couple with two tapers that do not drip)*

Wedding Bulletins (per 100) \$ 25.00 per one hundred *plus the cost of covers*

There is no charge for the use of the Church by members. Fees to the Pastor, organist, custodian and the sound tech should be made payable directly to the individual, customarily done the night of the rehearsal. The cost of the wedding bulletins can be a check made out to LCOR. Pastor will collect the pre-marital survey fees during the counseling.

**Non-members** approved to use the Sanctuary and organ for a wedding service will be required to pay the following at least 30 days prior to the event, *in addition to the above individual fees:*

Organ and Sanctuary Fee: \$400.00

### **Fellowship Hall Use for Wedding Receptions - Redeemer Members**

\*Use of the fellowship hall, kitchen, and kitchen equipment will be at the discretion of the pastor and trustees.

\*The sound system may only be used if a trained and qualified Redeemer member is present to run it. The \$75 sound tech fee must be paid.

You must speak to Jeremy Seger prior to the event to discuss what will be needed.

\*Use may not conflict with regularly scheduled church functions.

\**Members of Redeemer*, approved by the pastor and trustees, are allowed to use the dishes, silverware, utensils, cookware, serving ware, etc. and do so with the understanding that everything *must be* washed, cleaned, and returned to its original place of storage. Use of the kitchen must be discussed and approved at the time of the Fellowship Hall reservation request. Facility cleanup/setup must be done by Redeemer trustee or custodian, and a \$75.00 fee will apply. If both wedding and reception are here, the fee is \$200.

### **Fellowship Hall Use for Wedding Receptions – Non-Members**

\*Use of the fellowship hall and kitchen will be at the discretion of the pastor and trustees.

\*The sound system may only be used if \$75 sound tech fee is paid for a Redeemer qualified/trained tech to run it. You must speak to Jeremy Seger prior to the event to discuss what will be needed.

\*Use may not conflict with regularly scheduled church functions.

\*Use of the kitchen *does not include* the use of dishes, silverware, utensils, cookware, serving ware, etc.

\*Kitchen rental includes the use of the sinks, microwave, refrigerators, dishwashers, coffeemakers, and stoves – *for the warming of foods only.*

**ALCOHOLIC BEVERAGES ARE NOT TO BE SERVED ON CHURCH PROPERTY**  
**\*\*\*\*GLITTER, CONFETTI, SEQUINS, BEADS, OR ANYTHING OF**  
**THE LIKE CANNOT BE USED AS DECORATION\*\*\*\***

*(continued...)*

**Fellowship Hall Use for Wedding Receptions – Non-Members**

**FEES\***

**Both members of Our Redeemer and non-members** must pay the following fees when reserving the Fellowship Hall for a Wedding Reception.

Custodian: \$100.00  
Sound tech: \$75.00 (if applicable)

**Non-members** approved to use the Fellowship Hall for wedding receptions will be required to pay the following fees *in addition to the above custodial fee*:

Fellowship Hall Reservation Fee: Rental for Room 2 only (small room) \$100.00  
Rental for Room 1 only (large room) 250.00  
Rental for Rooms 1 and 2 as one unit 300.00  
Rental for Kitchen use 50.00  
Sound tech fee (if applicable) 75.00

**Non-members require a \$200.00 Security Deposit.** A member(s) of the Trustees will inspect the facility and **based upon the premises being found in its original condition, the deposit will be returned.**

**Fellowship Hall Use for Meetings or other non-Redeemer events**

Members of Our Redeemer who have cleared the date(s) on the Master Calendar, and have completed the Facility Usage Request for approval are welcomed to use the Fellowship Hall. ***The leader of the group will be responsible for the condition of the room, turning off lights, and securing all doors of the building upon exit. A walk through of the Gathering Area should be done. The activity shall not interfere with regularly scheduled church functions.***

- \***Members and non-members** must complete the Facility Usage Request for approval by the Trustees.
- \***Members of Redeemer:** A custodial fee of \$75.00 must be paid.
- \***Members of Redeemer:** The sound system may only be used if a trained and qualified Redeemer member is present to run it.
- \***Members and non-members** must pay \$75.00 sound tech fee if they wish to use the sound system, unless a qualified Redeemer member has volunteered their time and talent.
- \***Members and non-members** must talk to Jeremy Seger prior to the event to discuss all AV needs.
- \***Non-members of Redeemer are required to pay the \$100.00 custodial fee.**
- \***Non-members** who are approved to use the Fellowship Hall will be required to pay the following fees:

*in addition to the above custodial fee:*

Fellowship Hall Reservation Fee: Rental for Room 2 only (small room) \$100.00  
Rental for Room 1 only (large room) 250.00  
Rental for Rooms 1 and 2 as one unit 300.00  
Rental for Kitchen use 50.00  
(Includes use of sink, microwave, refrigerator, dishwasher, coffee makers, stove for warming of foods only)  
Sound tech fee (if applicable) 75.00

**Non-members require a \$200.00 Security Deposit.** A member(s) of the Trustees will inspect the facility and **based upon the premises being found in its original condition, the deposit will be returned.**

***\*All fees must be paid in advance to reserve the date on the Master Calendar of the Lutheran Church of Our Redeemer.***

**Non-Member Use of Sanctuary for Recitals**

The following guidelines are to be followed when using the Sanctuary for recitals:

- \*The Chancel may not be used
- \*If the piano is used, please *do not* move it
- \*No decorations please
- \***Clean-up – The custodial fee of \$100.00 must be paid.**
- \***No food or drinks are allowed**

**Fees:**

Use of the Sanctuary for a recital \$100.00

**I have read and agree to adhere to the above conditions for the use of the facilities at The Lutheran Church of Our Redeemer.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)