

Our Savior's Lutheran Church
 4831 Grand Ave, Duluth, MN 55808
218.624.3648/secretary@oursaviorsduluth.org

USE OF BUILDING/PERSONNEL & FEE AGREEMENT

Name (Individual/Group): _____
 Address: _____

 Phone: _____
 Alternate Phone: _____
 Dates of Use: _____
 Hours of Use from/to: _____

For Office Use Only

Damage Deposit Rec'd

Confirmation Letter

Balance Owed \$ _____

Balance Paid _____

Damage Deposit Returned _____

Initials for approval _____

Fees (Check all that apply)
 Rooms

Member Non-Member

Kitchen/Fellowship Hall	n/c	250.00
Fellowship Hall Coffee Only	n/c	125.00
Sanctuary (Weddings)	n/c	500.00
Sanctuary (funerals)	n/c	n/c
Library/Lounge/Martin Luther Rm.	n/c	50.00

Overnight Groups

5.00/person/night

Personnel

Custodian	75.00	75.00
Kitchen Coordinator	n/c	10/hr.- 2 hr. min.

OA, GA, AA, Stops

1.00/person/meeting

Music Rental

10% gross income

*Checks for "Kitchen Coordinator/Janitor" should be made payable to specific individual.

**Members requesting space for a non-church related activities will be charged the basic rental fees listed.
 Exceptions are member's birthdays, anniversaries, weddings, baby showers.

*** Anything not covered will be reviewed by the Property Team.

**** Everything is negotiable.

I/We understand and agree to the conditions and rules governing our use of the Our Savior's Lutheran Church property and resources (physical and personnel). I/We assume responsibility for our group during the time of use. I/We agree to the conditions stated and hold harmless Our Savior's Lutheran Church, its trustees, administrative council, committees, officers, and personnel from all claims of any nature related to any use of the church building, its assets, or personnel.

Signature: _____ Date: _____

Printed Name: _____