

## **OUR SAVIORS MORAVIAN CHURCH BUILDING USE GUIDELINES**

Our Saviors Moravian Church (OSMC) is pleased to allow the use of our facilities for a variety of groups in our community and for special events; however, OSMC reserves the absolute right in its sole discretion to decline to permit use of the facility to any individual or group. Both our sanctuary and the fellowship hall can each accommodate up to approximately 175 people.

In order to ensure that our building is properly enjoyed and maintained, OSMC has adopted the following guidelines. Please read these guidelines thoroughly before reserving the building. Your signature on the reservation form signifies your commitment to uphold all of these guidelines and to ensure that other members of your group do the same. If you have any questions, please contact the pastor at 507-796-5612.

### **I. Responsibilities of Groups Using the Building**

- A. You are expected to take care of the building and its furnishings and to leave them in the same good condition that you find them. If you have any concerns about building condition at the start of your event, please contact the pastor immediately at 920-522-3580
- Individuals and groups renting OSMC will be held accountable for any damage or unclean conditions that remain after their departure.
- B. You should leave the building as clean or cleaner than you found it. Cleaning supplies and a vacuum cleaner are kept in the maintenance closet located near the bathrooms which will be shown to you during your building tour. Please insure that each of these items are addressed prior to the conclusion of your groups use of the building.
  - 1. Empty all trash and garbage into the large trash can outside of the kitchen door before you leave the premises.
  - 2. Vacuum the carpet as necessary to remove any debris. Mop up any spills as they occur.
  - 3. If the kitchen is used, clean it thoroughly. All utensils, dishware, flatware, glassware, etc. should be washed and put back into the drawers and cupboards where they were found. Drawers and cabinets are labeled to assist you. A commercial-grade dishwasher is available for your use. Directions to use this equipment are posted on the wall by the dishwasher. Soap powder is available under the kitchen sink. Dishwasher trays are stored beneath the dishwashing station.
  - 4. Any tables that are used should be wiped clean. Please check chairs also for spilled food or crumbs. You must supply your own table linens and/or placemats. Table linens found in the kitchen are NOT for use by groups renting the parish hall.
  - 5. Any marks on the walls, floor or ceiling are to be cleaned or removed.
  - 6. Food items found in the kitchen are for church use only. Please supply your own condiments and ingredients as necessary.
  - 7. Building furniture should be in its original location as it was prior to the start of your event.
- C. You are responsible for turning out all the lights and making sure that all doors and windows are closed securely and locked before you leave. Failure to secure the building may result in serious damage for which you and your group would be held responsible. Arrangements for building security can be made with the pastor prior to the event.
- D. You may rearrange the furniture in the Fellowship Hall to accommodate your group or event. We have 12 rectangular tables (8' long), 5 round tables (5' wide) and approximately 200 chairs. After your event, please restore the room to its original setup before leaving the premises, returning tables and chairs to the locations you found them.
- E. No decorations may be affixed to the walls, ceilings, or floors of the building in a manner that may damage their surfaces.
- F. We reserve the right to request a certificate of insurance from any group or individual that uses our property. Such certificates must be supplied by the tenant upon request.

G. No pets or animals are allowed inside the church building.

## II. Alcohol and Tobacco Policy

- A. Smoking and the use of tobacco in any form are not allowed within OSMC building.
- B. The use of alcohol in any form is not allowed within the OSMC building or anywhere on our grounds including the church parking lot. Drunkenness will not be tolerated.

## III. Fees

- A. There are no fees associated with the use of our church building. We see our building as a gift that should be made available to members of our community; however, an honorarium to help defray our building expenses is greatly appreciated.
- B. We do however require a security deposit of \$250 prior to your use of our church building. We will inspect the property within two days following your event. The cost of any necessary cleaning or repairs will be deducted from the security deposit, with any remaining funds being returned to you. If the security deposit is insufficient to defray the costs of cleaning and repairs, you will be billed for the deficiency. By signing the building use contract, you are agreeing to pay any bill that may arise within 30 days of your event. We do reserve the right to waive the security deposit, at OSMC sole discretion.

# SPACE USE RENTAL AGREEMENT

## Our Savior's Moravian Church

37 Chapel Dr NW, Altura, MN 55910

(507)-796-5612

Email: [oursaviorsmoravian@gmail.com](mailto:oursaviorsmoravian@gmail.com)

Website: [Oursaviorsmoravian.org](http://Oursaviorsmoravian.org)

The use of our church building is primarily for the glory of God through the ministries of our church members. We enjoy allowing non-members to use our building however, the use of the building by non-members needs the approval of the Joint Board of the congregation. Persons wishing to use our facilities should return this signed contract at least two months prior to their event or by a date agreed upon both parties.

**Please Note: Our Savior's Moravian Church is a smoke, alcohol, weapon and drug-free facility.**

A \$250 **security deposit is required** when renting our facility. This deposit must be paid **at the time that this rental request paperwork is turned in to the church.** The security deposit will be refunded provided that the building and property is left clean and undamaged. Please see the building use guidelines for a comprehensive overview of the expectations for individuals using the church building and property. By signing this contract, you are agreeing to adhere to all of the building use guidelines.

The group using the space understands and agrees that neither Our Savior's Moravian Church, nor its members, employees or representatives may be held liable in any way for an occurrence in connection with any activity which may result in injury, harm or other damage to the undersigned members, and guests, invited or not.

**Date(s) of Activity/Event** \_\_\_\_\_

**Reservation Time(s)**– from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm ( \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm)

**Name of Activity/Event** \_\_\_\_\_

**Person(s) responsible for Activity/Event** \_\_\_\_\_

**Telephone #** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email** \_\_\_\_\_

Security Deposit of \$ \_\_\_\_\_ was paid on \_\_\_\_\_

**Signed by** \_\_\_\_\_ **Signed by** \_\_\_\_\_

**Print:** \_\_\_\_\_ **Print:** \_\_\_\_\_

*(do not sign below this point, this section is for church official use only)*

**Church Official Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_