

premises by the TENANT or its employees or invitees for said event.

D. Church owned equipment, furniture, or kitchen appliances/supplies may not be borrowed and removed from the church premise.

E. The Church property is a **smoke-free** and **alcohol-free** environment. Please abide by those rules. The rental of the Church premises is at the discretion of the Church Council.

F. Other provisions:

**TOTAL DEPOSIT & FEES DUE:**

Rental Fee \$ \_\_\_\_\_

Tablecloth Usage Fee \$ \_\_\_\_\_

(nonrefundable)

Total \$ \_\_\_\_\_

\*Damage Deposit (refundable) \$ 100.00

**Total Amount Due** \$ \_\_\_\_\_

Please pay all fees to the church office.

\*\*\*\*\*

(Please write separate checks to Our Savior's Lutheran Church for the deposit and the fees. The deposit check will be held at the church until after the event. It will only be deposited after the event if there is a problem. If no problems are found you may pick it up at the church office or it can be mailed back to you.)

Signature of Renter: \_\_\_\_\_

Date Deposit Received: \_\_\_\_\_

Date Fees Received: \_\_\_\_\_

*Scheduling of events is on a first come first serve basis.*

# Church Property General Rental Agreement

## Our Savior's Lutheran Church



*"Open to Serving a Loving Christ."  
Mission Statement*

505 S. Wind Street  
Flandreau, SD 56028

Phone: 605-997-2186  
Email: oslcf@iw.net

**This agreement is made and entered into between OUR SAVIOR'S LUTHERAN CHURCH of Flandreau, SD (CHURCH) and the individual or organization named below (TENANT) to allow tenant to use the following church facilities located at 505 South Wind Street in Flandreau, SD.**

Name of individual or organization requesting use of church property:

Name \_\_\_\_\_

Member Phone # \_\_\_\_\_

Non-member Cell Phone # \_\_\_\_\_

Please identify what areas of the church building you are asking to use.

Check appropriate lines:

\_\_\_\_\_ Church Sanctuary

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Education Wing/Classrooms

DATE

TIME

Event: \_\_\_\_\_

Set-up \_\_\_\_\_

Clean-up done by \_\_\_\_\_

Open House

Private

Would you like it announced in bulletin? Yes No

PURPOSE: \_\_\_\_\_

\_\_\_\_\_

In exchange for the use of the facility, the undersigned agrees to the following requirements. The deposits and/or fees MUST be paid in advance to the church office at the time of signing of this agreement. This lease excludes all official organizations, committees, and programs of the church.

*This lease excludes all funerals for members or non-members.* This lease agreement is for use of the church by individual members of the congregation and by non-member individuals or organizations.

### RENTAL FEE

(paid by non-members only)

The number of people expected to be a part of the use of the facility determines RENT.

\$40.00 for 25 or less people

\$75.00 for 26 to 50 people

\$100.00 for 51 to 100 people

\$200.00 for over 100 people

### RENTAL FEE (OSLC MEMBERS)

\$25.00 for 25 or less people

\$50.00 for 26 to 50 people

\$75.00 for 50 to 75 people

\$100.00 for over 100

### DAMAGE DEPOSIT

(for both members and non-members)

A refundable damage DEPOSIT of \$100.00 shall be paid by **both members and non-members**.

The sum shall be returned to the tenant provided the premises and Church property are left in good repair as when rented. In the event the deposit is insufficient to cover the expenses for making any repairs, the undersigned will be responsible for the actual cost thereof.

### CUSTODIAL FEE

(for both members and non-members)

A custodial fee will be paid by both **members and non-members**. The amount of the custodial fee is \$25.00 .

### USE OF THE KITCHEN FEES

(for both members and non-members)

1. If the use of KITCHEN includes all utensils and appliances except the grill, and all property and surfaces used shall be washed.

2. A member of WELCA must be present for all meals or lunches served in the Fellowship Hall.
3. A donation to WELCA for their time and service would be greatly appreciated and would assist the church women in their ministry.
4. **Tablecloths** may be used. There is a **non-refundable \$10 cleaning fee**. Please fold soiled tablecloths and leave on the kitchen counter.

DO NOT TAKE TABLECLOTHS HOME.

### SOUND SYSTEM FEE:

If the church's sound system will be used, a member of the church who knows how to operate the system **must** be present. A fee of \$40.00 for non-members and \$20.00 for members will be paid for the additional personnel **required** to manage the sound system for the event.

### CONDITIONS OF AGREEMENT

- A. TENANT agrees to use said premises only for the purpose outlined above and agrees not to assign this lease or sublet the premises or any part thereof without first obtaining written consent from the CHURCH.
- B. TENANT agrees to hold the CHURCH harmless for all injury and damage that may occur while tenant or it's employees/invitees are using the premises and agrees to indemnify the CHURCH for any and all amounts that may be required to be paid by the CHURCH for injury or damages that may occur during the term of this lease, including any costs incurred for defending any civil action.
- C. The CHURCH will not be responsible for the loss or damage to any of the personal property brought onto the