

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 premises by the TENANT or its employees or invitees for said event.
- D. Wax candles shall not be placed in the aisles.
- E. Church owned equipment, furniture, or kitchen appliances/supplies may not be borrowed and removed from the church premise.
- F. 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.
- G. Other provisions:

TOTAL DEPOSIT & FEES DUE:

Rental Fee (non-member only)	\$ _____
OSLC Member Donation	\$ _____
Tablecloth Usage Fee (nonrefundable)	\$ _____
Altar Guild Fee	\$ _____
Pianist/Organist Fee	\$ _____
Sound System Staff Fee	\$ _____
*Amount Due	\$ _____
Damage Deposit (refundable)	\$ <u>100.00</u>
Custodial Fee	\$ _____
*Amount Due	\$ _____

*** (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 wedding. 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 Wedding 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:

____ Fellowship Hall
 ____ Kitchen
 ____ Education Wing/Classrooms

	<u>DATE</u>	<u>TIME</u>
Decorate:	_____	_____
Rehearsal:	_____	_____
Wedding:	_____	_____
Pictures:	_____	_____

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. The date will not be held unless all deposits and fees are paid.

PIANIST/ORGANIST AND AUDIO SYSTEM FEES are to be paid to the church office by all users as outlined in this brochure. A donation to WELCA for their assistance in the Kitchen would be greatly welcomed and used by the church women toward their ministry.

RENTAL FEE: (paid by non-members only)The number of people expected to be a part of the use of the facility determines RENT.

\$200.00 (this includes the fellowship hall and bride's room)

\$500.00 (wedding and reception)

\$ 25.00 (custodial fees)

\$ 50.00 (custodial fees with reception)

RENTAL FEE: (members of OSLC)

\$100.00 (fellowship hall without reception)

\$200.00 (wedding plus reception)

\$ 25.00 (custodial fee).

**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. **Refund to be determined by a property committee member.**

USE OF THE KITCHEN FEES: (for both members and non-members)

1. If the KITCHEN is leased, use 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 ser-

vice 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.**

ALTAR GUILD:

A fee of **\$40 for non-members** and **\$20 for members** shall apply for the assistance of an Altar Guild member to advise you about the church resources which include wedding banners, and candles/candelabras as well as the placement of guest book table, etc. Please contact: Church office at 605-997-2186 as soon as you have a date.

____ **Please mark, if you will be leaving flowers for Sunday worship service. Thank you!**

PIANIST/ORGANIST FEE:

One of our regular Sunday pianist/organist is required to play at all weddings for both members and non-members. A minimum fee of **\$100.00** for consultation, the wedding rehearsal and the wedding is required. A fee of **\$75.00** per hour for additional rehearsals with soloists, etc is required.

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.