

General Rental Agreement
Our Savior's Lutheran Church
505 S. Wind Street | Flandreau, SD 57028

This Agreement is made and entered into between Our Savior's Lutheran Church ("OSLC") and the individual or organization named below ("Tenant") to allow Tenant to use the specified facility on the specified date(s) for the specified purpose(s).

Tenant: _____

Address: _____

Email: _____ **Phone Number:** _____

Please identify the area(s) within OSLC the Tenant intends to use:

Please identify the date(s) Tenant intends to use the above facilities, including set-up and clean-up times:

Please identify the Tenant's intended use of the above-specified facilities:

In exchange for the use of the above facility, the undersigned agrees to the following provisions:

1. **Purpose.** This Agreement is for the use of OSLC by individual members of the congregation and by non-member individuals or organizations.
2. **Exclusions.** This Agreement excludes all official organizations, committees, and programs of OSLC. This Agreement excludes all funerals, whether for members or non-members.
3. **Conditions.** The following conditions apply to this Agreement:
 - Tenant agrees to use the above-specified facilities and surrounding premises only for the purpose specified above.
 - Tenant agrees not to assign this Agreement or sublet the premises or any part thereof without first obtaining written consent from OSLC.
 - Tenant agrees to hold OSLC harmless for all injury and damage that may occur while Tenant or its employees/invitees are using the premises and agrees to indemnify OSLC for any and all amounts that may be required to be paid by OSLC for injury or damages that may occur during the term of this Agreement, including any costs incurred for defending a civil action.
 - OSLC will not be responsible for the loss or damage of any of the personal property brought onto the premises by Tenant or its employees/invitees.
 - Equipment, furniture, and kitchen appliances/supplies owned by OSLC may not be borrowed and/or removed from the premises.
 - OSLC facilities are smoke- and alcohol-free.
 - The rental of OSLC facilities and premises is left to the discretion of the OSLC Congregational Council.

4. **Rental Fees.** All fees associated with this Agreement will be paid to OSLC at the time the Agreement is signed and in advance of the event.
 - **OSLC Members:** Members of OSLC are not required to pay a rental fee, but members are encouraged to make a donation to OSLC to cover energy costs.
 - **Non-Members:** Rental fees for non-members are determined by the number of people who will be associated with the Tenant's use of the facility.
 - \$40.00 for 1-25 individuals
 - \$75.00 for 26-50 individuals
 - \$100.00 for 51-100 individuals
 - \$200.00 for more than 100 individuals
5. **Damage Deposit.** A refundable deposit of \$100.00 will be paid to OSLC by members and non-members. The deposit, or a portion thereof, will be returned to Tenant provided OSLC property is left in as good a condition as when Tenant arrived. In the event the deposit is insufficient to cover the expenses of any necessary repairs, the undersigned will be responsible for the actual cost thereof.
6. **Cleaning Deposit.** A refundable cleaning deposit will be paid to OSLC by members and non-members. Following use of OSLC facilities, the cleaning deposit will be returned to Tenant provided Tenant cleans up OSLC facilities to the satisfaction of the OSLC custodian.
 - The cleaning deposit is determined by the number of people who will be associated with Tenant's use of the facility.
 - \$20.00 for 1-25 individuals
 - \$30.00 for 26-50 individuals
 - \$50.00 for more than 50 individuals
 - \$50.00 for weddings and receptions
7. **Kitchen Fees.** If Tenant intends to use the OSLC Kitchen, use includes all utensils and appliances except the grill, and all property and surfaces will be washed after use.
 - A member of WELCA will be present for all meals or lunches served in the Fellowship Hall. A donation to WELCA for their time and service would be greatly appreciate and would assist the women in their ministry.
 - If tablecloths are used, a non-refundable \$10.00 cleaning fee will be paid to OSLC by members and non-members. Please fold soiled tablecloths and leave them on the kitchen counter. Do not take tablecloths home.
8. **Pianist/Organist Fees.** A non-refundable fee of \$40.00 will be paid to OSLC by members and non-members if Tenant requires the services of an OSLC pianist or organist.
9. **Sound System Fees.** A non-refundable fee of \$20.00 (members) or \$40.00 (non-members) will be paid to OSLC for the services of trained personnel, at least one of whom is required to be present for use of the sound system.
10. **Other Provisions.** Tenant and OSLC agree to the following additional terms:
 - _____
 - _____
 - _____

The following deposits and fees are due to the OSLC Church Office prior to use of OSLC facilities:

Non-Refundable Rental Fee (non-members):	\$ _____
OSLC Member Donation:	\$ _____
Refundable Damage Deposit:	\$ _____
Refundable Cleaning Deposit:	\$ _____
Non-Refundable Tablecloth Fee:	\$ _____
Non-Refundable Pianist/Organist Fee:	\$ _____
Non-Refundable Sound System Fee:	\$ _____
*TOTAL AMOUNT DUE:	\$ _____

*Please write separate checks to OSLC for the refundable and non-refundable portions of the total amount due. The refundable portion will be held until such time OSLC personnel determine the portion of the deposit to be returned to Tenant. If OSLC determines that any portion of the deposit will be refunded, Tenant will be notified.

Tenant Signature: _____ **Date:** _____

Date Fee Received: _____ **Date Deposit Received:** _____