

# Osseo Evangelical Lutheran Church Building Use Fee Schedule

last updated July, 2017

## Special Events

The cost for renting space at OELC for events such as: anniversaries, showers, birthday parties, club meetings, etc. is as follows:

- **Cost for Members:** suggested rental fee \$25. A custodial fee will also be collected. (see below)
  - **Cost for Non-members:** rental fee \$100 for 1-3 hours, \$200 for 4-8 hours, or \$300 for 8-12 hours. A custodial fee will also be collected. (see below)
  - **Custodial Fee:** All special event gatherings must pay a custodial fee which provides for an OELC staff member to unlock the church, remain throughout event, clean up after, and lock the church when done.
    - **The custodial fee is \$75 for 1-3 hours, \$150 for 4-8 hours, or \$200 for 8-10 hours.**
- OELC reserves the right to waive fees for non-profit groups or groups with a special need or mission.*

## Weddings

If either the bride or groom or one of their parents is an active member of OELC, “member” fees apply. If neither the bride, groom, or parents are members, then “non-member” fees apply.

	<b>member</b>	<b>non-member</b>
Wedding Ceremony (sanctuary)	\$0	\$200
Wedding Reception (fellowship hall)		
under 200 guests	\$0	\$300
over 200 guests	\$0	\$400
Pastor	honorarium by choice	\$150
Custodian	\$100	\$100
with reception please add	\$75	\$75
Wedding Assistant (if requested)	\$75	\$75
Organist	\$150	\$150
Vocalist/Musicians	you arrange	you arrange
Sound Technician (if requested)	\$100	\$100
Bulletin Printing	\$25/100	\$25/100

## Visitations/Funerals

The following fee schedule applies to visitations, prayer services, funerals, memorial services, etc.

	<b>member</b>	<b>non-member</b>
Use of sanctuary	\$0	\$200
Pastor	honorarium by choice	\$150
Custodian	visitation - \$50, funeral - \$75, fellowship hall - \$75	
Organist	\$150	\$150
Vocalist/Accompanist	you arrange	you arrange
Sound Technician (If requested)	\$100	\$100
Bulletin Printing	\$25/100	\$25/100

A \$100 security deposit is required at the time of reservation for each of the following areas: Gym, Fellowship Hall, Kitchen Facility, or Sunday School wing. Deposits will be returned within 15 days of the scheduled event minus any damages, missing items, or extra cleanup. Deposit checks will not be cashed unless there is a need.

Date _____	Area of Use _____
Open Church by _____	Close Church at _____
Phone _____	Email _____
Deposit Amount _____	Total of Fees _____
Name (print) _____	Signature _____

***Please also sign building use policy on other side.***