Updated Jan 2026

OUR SAVIOR'S EVANGELICAL LUTHERAN CHURCH
4831 Grand Avenue, Duluth, MN 55807
(218) 624-3648 secretary@oursaviorsduluth.org

SHORT-TERM FACILITIES RENTAL FORM

Date of Event:_____

Date of Request:_____

Is this a recurring or one-time event? (Circle one4)

If re-occurring, specify specific day(s) of the week, frequency (i.e. weekly, monthly) and starting and ending dates:_____

_____

Times Requested (including your set-up and clean-up):

_____**AM/PM to** _____**AM/PM**

Specific area of the church desired to rent:_____

Name of Event/Contact Person:_____

Contact Email:_____ **Phone Number:**_____

Payment Details:_____

Additional Comments/Information:_____

_____

Signed by person responsible for event.
Signature indicates agreement with OSELC building regulations and rental fees.

Signature_____**Date:**_____
Approved by_____**Date:** _____

Updated Jan 2026

RENTAL FEES

Location	Member Pricing		Non-Member Pricing	
	Hourly		Hourly	
Conference Room (Main Floor)	$25		$50	
Library (Main Floor)	$15		$30	
Martin Lutheran Room (Basement)	$15		$30	
	Half Day (4 hours)	Full Day (12 hours)	Half Day (4 hours)	Full Day (12 hours)
Kitchen Only	$50	$75	$75	$100
Fellowship Hall (No Kitchen)	$50	$75	$75	$100
Fellowship Hall (With Kitchen)	$100	$150	$150	$200
Sanctuary	$150	$300	$250	$500
Media/ Technology Staff (Sanctuary)	$50/ hour			
Deposit (Nonrefundable - To be taken out of total cost)	10% of total cost minimum $25		10% of total cost minimum $50	

Payment due to Our Savior's Evangelical Lutheran Church:

Hourly Fee ____ x ____ Hours Rented= ____

(Or)

Half or Full Day Fee= ____

Deposit due at time of reservation: 10% of above or minimum = ____

Remaining balance: Total rental fee ____ - ____ prepaid deposit = ____

Organizations serving youth or the neighborhood may contact the office to negotiate fees.

Updated Jan 2026

BUILDING USE & RENTAL AGREEMENT FORM

Building Use Approval Process

1. The purpose of building use including any event content must not be in conflict with the mission and values of Our Savior's Evangelical Lutheran Church (OSELC).

2. Rental of the OSELC facility will be limited to approved facility areas. Other areas in the building may be scheduled for other purposes at the same time.

3. Rental Request & Approval:
    - Complete the **Short-term Facilities Rental Form** to begin the rental process.
    - Review the ***Building Use & Rental Agreement Form*** (this form) and sign.
    - Submit both forms, along with the deposit to the church office to begin the rental process.
    - Once the request has been approved and finalized, final payment will be due at least one day prior to the scheduled event, or by prior arrangements.

Building Use Policy

1. OSELC functions and activities have priority over other renters.

2. Rental applications are considered in the order they are received.

3. In the case of ongoing use, such as weekly or monthly rental of facilities, OSELC reserves the right to pre-empt use of the facilities (i.e. funeral). Every effort will be made to accommodate, such as switching meeting to a different space within the church building. In such cases, at least 3 days advance notice will be sent to the contact person for the group.

4. No controlled substances are allowed in the building or in the parking lot or surrounding property. Smoking/vaping is not allowed in any part of the building or immediately outside the church. Alcohol is not allowed.

5. Nothing may be attached to walls, pews, ceilings or floors that might result in damage. Nothing at all is to be attached to sprinkler heads. All decorations must be removed at the completion of the event.

6. Renters are required to remain in areas specified in the **Short-term Facilities Rental Form**, and are responsible for keeping group participants confined to rented areas.

7. Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.

8. At the conclusion of each event, and upon leaving the building, please make sure that:
    - All lights and appliances are turned off
    - The room is returned to its original condition and arrangement
    - Floors are swept with broom and dustpan
    - All trash is placed in bags in garbage bins
    - Clean, recyclable items are placed in recycling bins
    - Janitorial services may be hired for $75 if more than minimal cleaning is necessary
    - Keys are returned to the dropbox
    - All doors are locked and alarm system is activated

9. If the kitchen has been used:
    - Floors are swept with broom and dustpan
    - All eating and preparation surfaces are washed clean
    - All dishes and other kitchen items are washed, dried, and put away
    - No food items are left on the premises or in the refrigerator or freezer

10. OSELC assumes no responsibility for the use of the building and facilities by the tenant and has no liability to the user for such use, and the user agrees to indemnify and hold OSELC harmless from all third-party claims, liability or damages arising out of such. Groups are required to have liability insurance.

11. OSELC reserves the right to cancel or change this agreement at any time due to ministry activities and needs.

12. Building keys must be returned to the church mailbox on the same day activity is complete.

Signed by person responsible for event. Signature indicates agreement with OSELC building regulations.

Signature_____ Date_____

Approval Signature_____ Date_____