



OUR SAVIOR'S Lutheran Church

Use of Building Facilities

**Equipment & Fee Policy
Weddings and Receptions**

at

Our Savior's Lutheran Church

1020 State Street

Spearfish, SD 57783

Phone: 605/642-3715

E-mail: oslc@rushmore.com

and

The Living Room

810 N. Yale St.

Spearfish, SD 57783

Updated January 2023

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PLANNING YOUR WEDDING

Your wedding day is one of the most important days in your life! Our Savior's Lutheran Church and its Pastoral Staff are pleased to share this happy occasion with you. What follows is information that will help you plan your wedding.

1. Since you are asking that your wedding be in a church, the marriage ceremony is considered a worship service. When choosing music, decorations and food please keep this in mind. The wedding service can be designed to fit your unique personalities, but it must also reflect our Christian faith. The pastor can assist you with the Order of Service, Scripture selection, etc.
2. Scheduling your wedding as far in advance as possible is helpful. Once you have selected a tentative date, contact the pastor to confirm the availability of the date and to set up your initial meeting with the pastor. In order to reserve your wedding date, we ask for a \$100.00 cash (not check) deposit, which will be kept on-site in our safe. If for any reason you must cancel your wedding date, the deposit may be refunded if we are notified of cancellation at least 2 months prior to your scheduled wedding date. Otherwise, the deposit will be returned to you after the wedding, or may be applied to any outstanding fees.
3. Our Savior's Lutheran Church requires a minimum of two pre-marriage counseling sessions.
4. The pastor will direct your wedding rehearsal. Please schedule it at a time when all your wedding party can be in attendance. (Attendance of any of your musicians may be helpful, but not necessarily mandatory). The rehearsal will last approximately 45 minutes.

5. Coordination of Sound Equipment: If you would like to use the microphones, CD player or any other sound equipment, you must speak with the pastor or the facilities liaison.

Our Savior's Pastoral Staff will work with you to make your wedding a beautiful, memorable day appropriate for God's people!

Stephan Sandness, Senior Pastor
Laura Campbell, Deacon

ADDITIONAL WEDDING POLICIES

1. Non-members weddings may not be scheduled more than six months in advance in order to keep weekends open for member weddings.
2. Non-Lutheran clergy are not allowed to conduct weddings of non-members in our church. They may be allowed to participate in a wedding ceremony with the approval of our pastor.
3. No rice, confetti, or shaving cream is allowed in or outside the church because of the difficulty in cleaning it up. Birdseed is allowed outside only. Please clean up the outside area immediately following the wedding couple "send off".
4. No candles are allowed in the pew areas of the sanctuary.
5. Video cameras are allowed in the back of the church. When using a video camera near the front of the church, it must be on a tripod so as not to distract from the wedding worship service. Please confer with the pastor about the proper use of cameras during the marriage ceremony.

6. No alcohol is allowed on the church property. Smoking is allowed outside only. The pastor reserves the right to halt any ceremony when a member of the wedding party or guest in the church is not conducting himself/herself properly.
7. All personal possessions must be removed from the premises after the wedding/reception. Our Savior's Lutheran is not responsible for the security of personal items.

PRE-MARRIAGE COUNSELING

For couples being married at Our Savior's Lutheran Church:

The purpose of pre-marriage sessions at Our Savior's is to get the couples' marriage off on the most solid footing possible. The requirement is a minimum of two sessions. Our pastoral staff uses an instrument called PREPARE... a relationship inventory designed to promote better understanding and communication among couples. The inventory is taken on-line (a \$35.00 fee is charged on-line when you take it) and then the results are sent to the pastor, who will schedule a time with you to dive into it. In a subsequent session, you'll meet with the pastor to go over the nuts and bolts of the wedding service itself.

The pre-marital couple is always welcome to call the officiating pastor for questions and detail information.

Bridal party's responsibilities:

Provide hostess, coffee server, cake cutters, punch server, napkins, candles, prepared food, plastic punch cups, butter, coffee, sugar and cream, ice rings, cake, punch, and mints. Decorate hall and tables (and remove decorations and replace tables to original setting afterward). Remove gifts.

| | Member Fees | Non-Member Fees |
|--|--------------------|------------------------|
| <u>Church Organist:</u> | \$175 | \$200 |
| (Please make check payable to musician of your choice) | | |
| <u>Church Soloist:</u> | \$ 75 | \$100 |
| (Please make check payable to musician of your choice) | | |
| <u>Facilities Liaison:</u> | \$125 | \$125 |
| (Please make check payable to facilities liaison individually) | | |
| <u>Officiant:</u> | \$300 | \$300 |
| (Please make check payable to officiant individually) | | |

Payment of these fees and charges must be completed by the day of the rehearsal, or if a rehearsal is not scheduled, before the ceremony begins. It's recommended that the couple, as soon as you get your marriage license from the county, bring that license in to the church to be held with the pastor until the wedding day. It's a good idea to simply take care of any fees at that time, as well. Please pay separately: Musicians, organist, church rental, pastor, custodian and/or facilities liaison.

DECORATIONS

Please do not use nails, staples, tacks or similar devices to attach items or decorations to the pew ends, floor, windows or walls.

KEYS

Keys may be picked up one day in advance from the church office Monday through Friday from 9 a.m. to 3 p.m. A damage/key deposit may be required.

The building, facilities and equipment of Our Savior's Lutheran Church and The Living Room are here to serve the mission and ministry needs of this congregation.

MISSION STATEMENT

Our Savior's Lutheran Church seeks to follow the mission statement below in all the activities and ministries the church offers:

Mission Statement: *Inspired by God's grace, we open our hearts to all in faith, prayer, fellowship and service through Jesus Christ.*

PRIORITY

The worship and program events sponsored by this congregation - its boards, committees, groups, etc., shall have first priority for the free use of the building, facilities and equipment owned by this congregation.

FUNERALS

There will be no charges for either member or non-member funerals. A light lunch may be provided by WELCA if desired for no fee (donations for use of facilities will be accepted).

(If our facility is used by another church, that church should provide the food and some workers.)

SANCTUARY

The sanctuary may be scheduled for not-for-profit events only.

No sanctuary furnishings (altar, candles, baptismal font, piano, etc.) may be moved without prior consent of the pastor.

Food and drinks will not be allowed in the sanctuary.

FELLOWSHIP HALL /THE LIVING ROOM

Members of Our Savior's Lutheran Church are encouraged to use our fellowship hall and The Living Room.

Because of the mission of Our Savior's Lutheran Church, these facilities may be used for non-profit events or church-sponsored events only.

Any person or group:

- Must have prior approval of pastors and/or church council.
- Must schedule the event through the church office.
- Must return all tables and chairs and other furnishings to their proper places.
- Must clean the area and turn off lights when leaving.

No one will be allowed to remove tables, chairs, equipment, etc. from the church building (including the kitchen) for any purpose.

The four tables (with accompanying sawhorses) may be loaned out upon approval of the church staff.

There will be NO alcohol allowed on the property of Our Savior's Lutheran Church or The Living Room. Smoking is allowed outside only.

Building use by groups not officially sponsored by Our Savior's Lutheran Church will be charged a nominal fee. Group events that fulfill the mission of Our Savior's may be granted an exception.

Educational Groups - Boy Scouts, Girl Scouts, 4-H, etc., are welcome at Our Savior's. It is desired that one member of any such group must also be a member of Our Savior's Lutheran Church.

DECORATIONS

Renters shall not use nails, staples, tacks or similar devices to attach items or decorations to the beams, floor, windows or walls.

KEYS

Keys may be picked up one day in advance from the church office Monday through Friday from 9 a.m. to 3 p.m. A damage/key deposit may be required.

All fees must be paid prior to the event. Make checks payable to "Our Savior's Lutheran Church." Rental price for the following rooms includes tables, chairs, and coffee. Groups should bring their own cups and napkins.

MAIN FELLOWSHIP HALL INCLUDING KITCHEN

When the kitchen is used by non-members, we will require one or two church members to be present.

In order to prevent carpet stains, please use only lemon-flavored drink (not a red- or orange-colored drink).

| | | | |
|---------------|-------------------------|----------------|-------|
| Capacity 200 | Daily Rental Fee | 0-50 people | \$ 50 |
| | | 51-100 people | \$100 |
| | | 101-200 people | \$150 |
| Church Member | (donations appreciated) | | |

CONFERENCE ROOM

| | | |
|---------------|-------------------------|------|
| Capacity 50 | Daily Rental Fee | \$50 |
| Church Member | (donations appreciated) | |

FIRESIDE ROOM

| | | |
|---------------|-------------------------|------|
| Capacity 20 | Daily Rental Fee | \$25 |
| Church Member | (donations appreciated) | |

LOWER-LEVEL CLASSROOMS

| | | |
|---------------|-------------------------|------|
| Capacity 20 | Daily Rental Fee | \$10 |
| Church Member | (donations appreciated) | |

QUILTING ROOM

Quilters Only

NURSERY

The Nursery is available for use when an area is rented.

Adult supervision is required at all times when the nursery is in use.

The nursery must be cleaned after it is used.

YOUTH ROOM

Overnight groups may use the Youth Room and/or expandable classrooms in the lower level. Two showers as well as bathrooms are available in the lower level for your use. Please provide your own towels and clean up the bathrooms/showers before your group leaves. Cleaning supplies are located in the shower rooms.

Overnight groups must have adult supervision at all times.

Suggested donation - \$50 up to 30 people
 \$100 for 31-60 people

This includes use of the kitchen. Please clean up after your use.

Maximum number of people for overnight - 60

If you will be staying over on Saturday night, please have your group up and ready before our Sunday morning worship. You are invited to join us!

WORSHIP SCHEDULE

Winter Schedule (Sept-May)

Sunday Morning Worship in the Sanctuary

8:30 a.m. Worship Service

10:45 a.m. Joyful Journey-led Worship Service

Sunday School for all ages at 9:45 a.m.

Summer Schedule (June-Aug)

Sunday Morning Worship in the Sanctuary

9:00 a.m. Worship Service with Holy Communion

Wednesday Evening Worship with Holy Communion

6:26 – 6:56 p.m. (give or take a minute or two)