

## Room Reservation Policies

Room reservations are only available to parishioners or OLP staff unless Pastor approval is given.

A room reservation form must be completed to reserve space and all fees must be paid at that time.

Also, an event insurance form must be completed (unless church sponsored) at the time of reserving rooms.

The damage deposit is refundable once the event is over and rooms are left in good condition.

Always plan to clean, straighten, put away items, and organize the room after each event. Contact Administrator of any damage and/or broken items.

Before leaving please adjust thermostat (if needed), turn off lights, and lock door (if applicable).

	<u>Cost</u>	<u>Deposit</u>	<u>Insurance</u>	<u>Occupant level</u>		<u>Sq. Ft.</u>	<u>Restrictions</u>
				<u>only</u>	<u>&amp; chairs</u>		
Auditorium/Cafeteria	\$400	\$300	\$90	300	250	4200	Expect seating for approx. 200 if needing space for dance floor and food tables.
Church	n/a	n/a	n/a	700	n/a	5668	No food or drink
Cooper Room	n/a	n/a	n/a	20	15	256	Not available during worship service times.
ECC Multi-purpose Room	n/a	n/a	n/a	250	150	2808	Requires Pastor or Administrator approval (check with Dir. - ECC)
Etue Room	\$200	\$300	\$90	200	130	2310	Not available for food and/or drink gatherings for elementary age children or younger.
Gymnasium	\$400	\$300	\$90	700	400	7128	400 is the maximum number of chairs we have available. Bleacher seating available.
Kitchen	n/a	n/a	n/a	n/a	n/a	432	Working occupant level is 10 - 15.
Log House (main room)	n/a	n/a	n/a	50	40	943	OLP staff member sponsored. Adult meeting space. Total sq. ft. of house is 1617.
Mulligan/Scheer Room	\$200	\$300	\$90	150	100	2059	Food and/or drink must be approved by Pastor or Administrator
Nursery Room	n/a	n/a	n/a	12	12	330	The occupant level is 20-25 if not being used as a nursery (i.e. classroom/meeting).
Parish Office Dining Room	n/a	n/a	n/a	n/a	10	180	OLP staff member sponsored.
*Yellow House Basement SE Room	n/a	n/a	n/a	25	20	276	If chairs, bean bags, and pillows are removed, please return/organize before leaving.
*Yellow House Conference Room	n/a	n/a	n/a	30	20	372	Has large conference table that must stay in room.
*Yellow House Scout Room	n/a	n/a	n/a	70	55	1265	Requires Pastor or Administrator approval (check with Scout leaders)
*Yellow House Youth Room	n/a	n/a	n/a	60	40	920	Requires Pastor or Administrator approval (check with Dir. - Youth Ministry)

\*Please be considerate to those working in offices at the Yellow House. Help keep the noise level and distractions to a minimum.