

**PROPERTY USAGE FEES**  
**Our Saviour's Lutheran Church**  
**Williamsburg, Virginia 23188**

**1. General**

- a. Except as set forth below, the following fees will be effective 1 February 2019 and are required for outside groups and organizations using OSLC facilities.
- b. Fees collected shall go to the OSLC Operating Fund.
- c. The usage fees set forth below are not required for non-profit organizations and for OSLC's member's personal non-church related use. However, a usage fee of one-half the amount of the fees below will be required for OSLC's member's request for use on behalf of outside organizations (except non-profit organizations) of which they are an active member. A refundable damage deposit of \$100 is required for all individuals and organizations wishing to use OSLC facilities.
- d. A \$20 per key deposit (non-members) will be required for all uses as designated on the completed Property Use Application. Fees for weddings of members and their family and for weddings of non-members are as indicated below and as provided by the OSLC Wedding Policies and Procedures.
- e. The Church Council reserves the right to waive any use fees.

**2. Weddings**

- a. Non-member
  - o Non-Member Wedding \$500.00
  - o Non-Member Parish Hall \$500.00
  - o Non-Member Use of Kitchen \$500.00
  - o Cleaning Fee, per building \$100.00
  - o Pastor - Wedding \$250.00
  - o Pre-Marital Counseling \$ 35.00
  - o Organist - Wedding and Consultation \$200.00
  - o Organist - Wedding Rehearsal \$ 85.00
  - o Organist- Rehearsal with another musician \$ 85.00
- b. Members
  - o Church - no fee
  - o Parish Hall -no fee
  - o Kitchen - no fee
  - o Cleaning – \$100 per building
  - o Pastor - no fee

- Pre-marital counseling - no fee
- Organist - Wedding and Consultation
- Organist - Wedding Rehearsal
- Organist - Rehearsal with another Musician

### 3. Funerals

#### a. Non-Members

- |                              |          |
|------------------------------|----------|
| ○ Church                     | \$500.00 |
| ○ Pastor                     | \$250.00 |
| ○ Organist                   | \$200.00 |
| ○ Cleaning Fee, per building | \$100.00 |

#### b. Members

- |                              |          |
|------------------------------|----------|
| ○ Church                     | No Fee   |
| ○ Pastor                     | No Fee   |
| ○ Organist                   | No Fee   |
| ○ Cleaning Fee, per building | \$100.00 |

### 4. Facilities

#### a. Non-Sponsored Organizations, Groups, Individuals

- |                                |            |
|--------------------------------|------------|
| ○ Church (Nave) - Capacity 125 |            |
| Half Day                       | \$250.00   |
| Full Day                       | \$500.00   |
| ○ Parish Hall - Capacity       |            |
| Half Day                       | \$250.00   |
| Full Day                       | \$500.00   |
| Weekly                         | Negotiable |
| ○ Kitchen                      |            |
| Half Day                       | \$250.00   |
| Full Day                       | \$500.00   |
| ○ Classrooms - Capacity        |            |
| Half Day                       | \$ 50.00   |
| Full Day                       | \$100.00   |
| ○ Cleaning Fee, per building   | \$ 100.00  |

## 5. Notes

- a. Please consult the Wedding Policies and Procedures (Appendix C) for more information on using our facilities for weddings and receptions. A copy can be obtained at the church office or at our website [www.oslcnorge.org](http://www.oslcnorge.org).
  
- b. Per OSLC's covenant/contract with the Minister of Music, OSLC's Minister of Music has first right of refusal for weddings and funerals held at OSLC. Fees for music at a wedding or funeral should be in line with accepted guidelines as posted at the American Guild of Organists website <http://www.agohq.org/profession/indexsalary.html>. Fees are payable to the Minister of Music.