

REQUEST FOR FACILITY USE

Facility Use by Individuals and Groups

All use of the church must reflect our goals as stated in our Mission Statement. Use of the building for commercial endeavors **will not normally** be approved. ***All groups and individuals must complete this form for facility completely before the request will be considered.*** Consideration of request will be on a first come, first served basis. The Pastor/Church Council must approve all use. Exceptions are for Lutheran activities such as Ministerial meetings and single uses by other Christian churches as may be approved by the Pastor. A cleaning charge may be assessed with the amount to be set when approval is given.

Today's Date: _____

Name of Organization: _____

Purpose of Building Use: _____

Contact Name: _____

Address: _____

Phone : _____

Email Address: _____

Preferred Method of Contact: () Phone () E Mail

Date(s) of Use: _____

Hours of Use: _____

Room(s) Requested: _____

Number of Participants: _____

Will food be served: _____ Yes _____ No

Submitted by (print name): _____

Signature: _____

Approved by: _____