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:_________________________________________________

Version 2 6/30/2015