

REQUEST FOR USE OF FACILITIES

I have read and agree to the Saint Paul Lutheran Church Building Policy as stated in the Church Building Usage Booklet.

Signature

DATE BUILDING IS NEEDED _____

(Day of the week, date and year)

TIME OF EVENT _____ to _____

Set-up time/date _____

ROOM(S) NEEDED: ___ Fellowship Hall ___ Kitchen ___ Parlor ___ Sunday School Room
___ Other: _____

Group Making Request (list group and describe event please)

Non-profit \$200 security deposit is due when the building/storage closet keys are picked up and will be returned if the building is left in order.

Needs: ___ Heat / Air Conditioning ___ Sound System
___ Tables/Chairs ___ Audio Visual

Requested By: (contact person) _____

Date of Request: (today's date) _____

Phone (home) _____

(Cell) _____

(Place completed form in the "Administrative Assistant" mailbox located outside of the large conference room)

To be filled in by Church Administrative Assistant

Calendar Event same day [] yes [] no time _____

Description _____

Notes _____

Church Council Approval Date: _____

(Remember that Council must approve your request and the room(s) must be available that day. You will receive a confirmation that the room(s) is scheduled for your group after Council approval is received.)

Please note: You are required to take all trash from your event with you when you leave. Failure to comply with these requirements will result in the loss of the security deposit.