

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: _____

Member Making Request (list group and describe event please)

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)

(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.

Church Council Approval Date: _____