

Complete and submit this page to the church office in order to make your request to use our building. You will be notified after your request has been reviewed by the Building Use Committee.

Grace Lutheran Building Use Request Form

Type of Organization: _____ non/profit _____ club _____ other

Name of Group Requesting Use of Building: _____

Person Responsible: _____ Member of Grace Lutheran? _____

Address: _____

Telephone numbers, Home: _____ work: _____ cell: _____

Email address: _____

Requested Date(s) of Use: _____

Requested Time(s) of Use: From: _____ To: _____

Room(s) Requested: _____

If this event or function is not being hosted by a Grace Lutheran member, are other GL members attending? _____

If yes, please list names: _____

What type of event is this? _____

Using a Caterer? _____ Need to Use the Kitchen? _____ If yes, do you need kitchen help from the church? _____

Details of Equipment use and/or other needs:

DONATIONS ARE WELCOME TO OFFSET OUR BUILDING MAINTENANCE:

Suggested donations: _____\$15.00 _____\$20 _____\$35

Suggested donations for Large groups: using Fellowship Hall _____\$30.00 _____\$35

Using Fellowship Hall with Kitchen Use _____\$50 _____\$75.00

By signing this agreement you agree to adhere to all items of the attached use policies.

Signature of User: _____ Please Print Name: _____

Date request submitted: _____

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Grace Lutheran Building Use Committee Action:

Approved by: _____ Date: _____