

Facility Request Form

1. Type of Function: _____

Name of Church Member Responsible: _____

Name of Organization/Group: _____

Address: _____ Telephone # _____

Person In Charge of Activity: _____ Telephone # _____

Date of Activity: _____ Time of Activity: From _____ To _____

Approximate Set-Up Time: _____ Approximate Take Down Time: _____

Number of People Expected? _____ Special Request(s): _____

Is This Request For A **One Time** Activity or **Series** of Activities? _____

2. Building(s) Needed: _____ Specific Rooms(s) Needed: _____

Property Needed? (Tables, Chairs, Coffee Makers, Equipment, Etc.) _____

3. Who will pick up key(s)? _____ When? _____

Who will return key(s)? _____ When? _____

4. General Guidelines:
- Any paper products, trash bags and other consumable supplies will need to be brought by the Lessee.
 - Lessees are responsible for, set up and take down – and returning tables and chairs to their original position.
 *Use of Electronic equipment (Video, laptop, projector, etc.) should be provided by the Lessee, unless prearranged & approved.
 - If permission to use the kitchen is given, Lessee is responsible for leaving it completely cleaned.
 - Your participants/guests are to be informed of the exact location of the activity so as to not disturb other activities or work being done in other buildings.
 - Any changes in #1, #2, or #3 above, after approval, will be reviewed and again be approved or cancelled.
 - *St. John Lutheran Church is not responsible for accidents, losses, or damages which may occur to persons or property involved with your activity.*
 - **No alcoholic beverages are to be served or consumed on church property, including the parking lot.**
 - Special requests must be approved before facility is officially reserved.
 - The deposit is to be turned in with the Facility Request Form in order to hold the building for the date requested. Your deposit *will be forfeited* if the room/area utilized is not properly cleaned or furniture is not returned to the original position.
 - If this request is approved, a Rental Contract will be given to you and must be signed and returned with rental fee **BEFORE FACILITY IS OFFICIALLY RESERVED.**

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

Date Received: _____ Deposit Received: _____

Amount	Check#	Name on Check
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