

Facility Request Form

1. Type of Function: _____
 Name of Person Responsible: _____
 Phone Number: _____ Email: _____
 If non-church function, name of organization: _____
 Is person responsible a St. John member? Yes No
 Date of Activity: _____ Time of Activity: From _____ To _____
 Approximate Set-Up Time: _____ Approximate Take Down Time: _____
 Number of People Expected? _____
 Is This Request For A **One Time** Activity or **Series** of Activities? _____
 If church function, will the event need to be advertised? Yes No

2. Building(s) Needed: _____ Specific Rooms(s) Needed: _____
 Property Needed? (Tables, Chairs, Coffee Makers, Etc.) _____

 Equipment Needed? (Audio Visual/Multi-Media (AV/MM), AV/MM Technician, Microphone(s), Video Monitor, Etc.) _____

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

4. General Guidelines:
- Users are responsible for coordinating, in advance, on furniture arrangement requirements with the church office.
 - If kitchen use is granted, user 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 to the room configuration must be made with the church office no later than 24 hours before the event to ensure changes can be made. If the event is over the weekend, changes must be made no later than Thursday before 5pm.
 - No alcohol may be served in church facilities. No smoking is allowed within the church buildings

5. I have read and understand the policy for use of the St. John Lutheran Church facilities.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

Date Received: _____ Signature: _____ Approved/Disapproved: _____

If disapproved, reason for disapproval _____