

APPLICATION FOR USE OF FIRST LUTHERAN CHURCH FACILITIES

(Applications and Building Use Policy signatures must be re-submitted annually)

Date Submitted: _____ Overnight Accommodations (circle) YES / NO
month/day/year

Name of Group _____

Name of Group Representative _____

Contact person if different _____

Contact Person's phone # _____ Email _____

Contact address _____
Street City State Zip

Purpose of Event or Meeting _____
(i.e. regular mtg., lecture, forum, rally, fund-raiser, education, dinner, luncheon, etc.)

Anticipated # of people attending _____ Room(s) Requested _____

Kitchen Use (circle) YES / NO (if using gas range, ovens or dishwasher, training is required and must be scheduled prior to event)

of round 5 foot tables needed _____

of Chairs per table _____
(round tables seat 8 max.)

of serving tables _____
(8ft or 6ft rectangular)

Circle equipment needs: microphone with podium

Media Cart: lap top, projector, sound & screen/monitor
(Use of media cart /equipment requires scheduled training prior to event)

Other: _____

Event	Month / Date	Set Up Start Time	Event Start Time	Event Ends

Special Instructions/Set up Diagram:
(Use back side of paper if needed)