APPLICATION FOR USE OF FIRST LUTHERAN CHURCH FACILITIES

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

Date Submitted:month/day/year	Overnight Accommodations (circle) YES / NO		
Nameof 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	, rally, fund-raiser, education,	dinner, luncheon, etc.)	
Anticipated # of people attendingRoom	(s) Requested		
Kitchen Use (circle) YES / NO (if using gas range, ovens or dishv	vasher, training is required ar	nd must be scheduled pr	ior to event)
# of round 5 foot tables needed			
# of serving tables		ables seat 8 max.)	
# of serving tables	-		
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)