

Grace Lutheran Church Properties Request Form

Individual/Group _____	Home Phone () _____	Date of Request _____
E-mail Address _____	Cell Phone () _____	_____
Address _____	City _____	Zip _____

Date(s) of Event ____ -- ____ -- ____ TO ____ -- ____ -- ____	Time of Event From ____ am pm To ____ am pm	Expected Attendance _____
Childcare Requested ____ Expected number of children and ages _____		

<p style="text-align: center;">Facilities Request (check all that apply)</p> <p>_____ Sanctuary</p> <p>_____ Multipurpose Room A</p> <p>_____ Multipurpose Room B</p> <p>_____ Gym/Hall</p> <p>_____ Kitchen</p> <p>_____ Restrooms (assigned by office _____)</p> <p>_____ Narthex</p> <p>_____ Nursery Meeting Room</p> <p>_____ School Library</p> <p>_____ Fireside Room</p> <p>_____ Grove</p> <p>_____ Ball fields</p> <p>_____ 4th Grade Classroom</p> <p>_____ Classrooms (specify _____)</p> <p>_____ Other _____</p>	<p>Yes/No: Do you need audio/visual assistance?</p> <p style="text-align: center;">Type of Activity and Notes</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p style="text-align: center;"><u>Set Up of Facility</u></p>
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- **Note: For recurring events, please assign a beginning and ending date of events. All recurring events must be renewed each August with a new form.**

I will be responsible for securing the room or area used, including turning off utilities, replacing furniture, cleaning the area of food and trash, and locking the facility.

I understand the rules, regulations and terms of this application, and agree that I and those whom will attend this event will abide by the terms of this application.

Applicant signature _____ **Date** _____

***** for office use only *****

Approved _____ **Declined** _____

Received by _____ **Date** _____