

# Form to Request Use of Good Shepherd Lutheran Church Property for Church Members and Outside Groups

Complete the form below and return to the church office **at least two months before date requested.** (Shorter notice requires special permission.) GSLC cannot grant permission to use our facilities without this form. **A church member will serve as sponsor for each outside group approved for use.** That person will be responsible to coordinate with the group, monitor the use, and check to make sure the building is returned to the proper condition following the event.

Requestor Contact Name \_\_\_\_\_

Requestor Contact Address \_\_\_\_\_

Requestor Contact Phone(s) \_\_\_\_\_

**Church sponsor (if different from above)** \_\_\_\_\_

**Church sponsor contact info** \_\_\_\_\_

Area(s) to be used \_\_\_\_\_

Date(s) of use \_\_\_\_\_

Start & end times of use \_\_\_\_\_

Type of event \_\_\_\_\_

Number in attendance at event \_\_\_\_\_

Planned set-up(s) \_\_\_\_\_

**If requesting use of tables, round or rectangle, groups must provide own table coverings.**

Kitchen use requested? (*circle one*) YES / NO Type of use \_\_\_\_\_

**NOTE: Use of the gas range in the FAB is not allowed without a trained GSLC member present.**

(*Please initial*): \_\_\_\_\_ I understand that a \$100.00 cleaning deposit is required for outside groups under 75 people and a \$200.00 cleaning deposit is required for outside groups over 75, and that the deposit **must** be given at the time this form is returned to the church. I understand that the deposit will be returned if the building is found in satisfactory condition. I understand that a 24-hour notice is required for cancellation of the event; if proper notice is not given, the deposit will not be returned.

Signature of person requesting use:

\_\_\_\_\_ Date \_\_\_\_\_

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**For office use only:**

Council president signature \_\_\_\_\_ Date approved \_\_\_\_\_

Signature of staff person scheduling event on master calendar \_\_\_\_\_