

FIRST LUTHERAN CHURCH

Building Reservation Request

Name of Organization	Activity Date	
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Purpose of Event	Room(s) Requested	
Name of Requestor	Number of Participants	
Email Address	Set-up Time (setup same day as event)	
Home phone number	Start Time	
Mobile phone number	End Time	

Utility Use fee (non-profit groups exempt)	(Maximum \$100)	Equipment requested:	
Room	Utility fee per hour	<input type="checkbox"/> Lectern	<input type="checkbox"/> Screen (portable)
Nave (Worship space)	\$25	<input type="checkbox"/> Sound system	<input type="checkbox"/> VCR/DVD/TV
Fellowship Hall	\$15	<input type="checkbox"/> Stand mics _____	<input type="checkbox"/> Whiteboard
Kitchen	\$10	<input type="checkbox"/> Wireless mics _____	<input type="checkbox"/> Overhead projector
Lounge	\$5	<input type="checkbox"/> LCD projector	____ 25' extension cord
Kitchenette	\$5	(your computer)	
Classroom	\$5 each	Other	
Staff- if requested	\$25 per hour		
Building Manager			
The church may be locked during your event. Please pick up a key during office hours.		Key #	Date received

Specific room set-up

Note: Fellowship Hall is setup with 9 round tables, each seating 8 people (72 total) Maximum Fellowship Hall seating- 150

No alcohol or tobacco products permitted
Please see reverse side for clean up and departure procedures

Emergency Contact Numbers: Church Office 419-422-2638 (Mon-Thu 8:30-3:00, Fri 8:30-Noon)
Building Manager -Wayne Dukes 419-306-3358 (cell)