

# INTERNAL

## Facilities Use Request Augustus Lutheran Church 717 West Main St., Trappe PA 19426

Request # \_\_\_\_\_  
Internal – assigned at time of submittal

Date of request \_\_\_\_\_ Committee \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone# \_\_\_\_\_ email \_\_\_\_\_

Event Title \_\_\_\_\_ #of attendees \_\_\_\_\_

Event Dates \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Set up date/time \_\_\_\_\_ Breakdown date/time \_\_\_\_\_

Paper Goods/Coffee Requested?  Yes  No Date Supplies Request Submitted \_\_\_\_\_

Set Up Requested?  Yes  No Date Set Up Instructions Submitted \_\_\_\_\_

<b>Room (s) Requested</b>	<b>Capacity</b>
<input type="checkbox"/> Fellowship Hall (no kitchen)	250
<input type="checkbox"/> Fellowship Hall w/ kitchen	250
<input type="checkbox"/> Recreation Hall w/kitchen	100
<input type="checkbox"/> Nave (church)	400
<input type="checkbox"/> Chapel (as is)	50
<input type="checkbox"/> Old Church	300
<input type="checkbox"/> Classrooms (room # _____ )	25
<input type="checkbox"/> Nursery	20
<input type="checkbox"/> Vestry Lounge	15

### Stipulations and Hold Harmless Agreement

1. Please submit form to the church office a minimum of 45 days in advance for Vestry approval.
2. Please submit supplies requests and set up instructions a minimum of 20 days before your event.
3. The Undersigned agrees to act as the Augustus Point of Contact (POC) for this event.
4. The Undersigned is responsible for ensuring that:
  - 4a. No tape of any kind is to be adhered to any painted surface within the facility including walls, doors, and woodwork.
  - 4b. The kitchen dishwasher is ONLY used by a TRAINED OPERATOR.
  - 4c. Following your event, all lights are turned off all outside doors are closed, and no water is running within the areas used (including adjacent bathrooms).

**I have read and agree to abide by the stipulations listed above.**

The undersigned does hereby agree to hold harmless and indemnify Augustus Lutheran Church, their officers, agents and employees, from any and all liability, loss, damages, costs, or expenses which are sustained, incurred, or required arising out of the actions of the undersigned in the course of the event detailed above.

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only:** Date approved by Vestry \_\_\_\_\_ by \_\_\_\_\_ Sexton Scheduled: \_\_\_\_\_

Request # \_\_\_\_\_

# Internal Committee Set Up Request

**Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Food Service information:** *(circle all that apply)*

No food being served                      Snack and beverages only

Some heating use of kitchen equipment                      Food Service start time \_\_\_\_\_

**Set- Up Style (8 ft. Tables)**

U- Shaped...# of chairs \_\_\_\_\_ # of tables \_\_\_\_\_

Use room as is

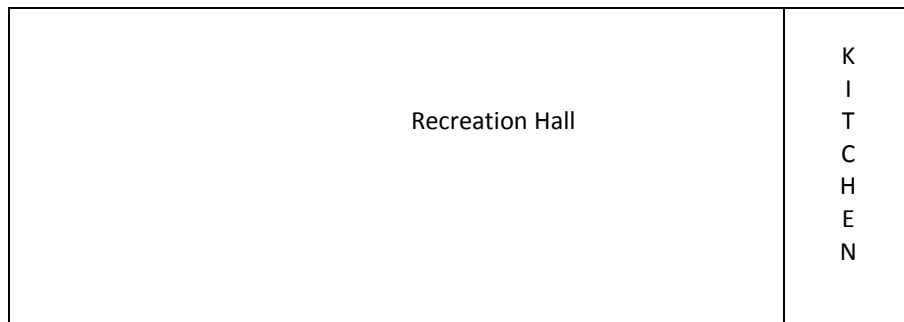
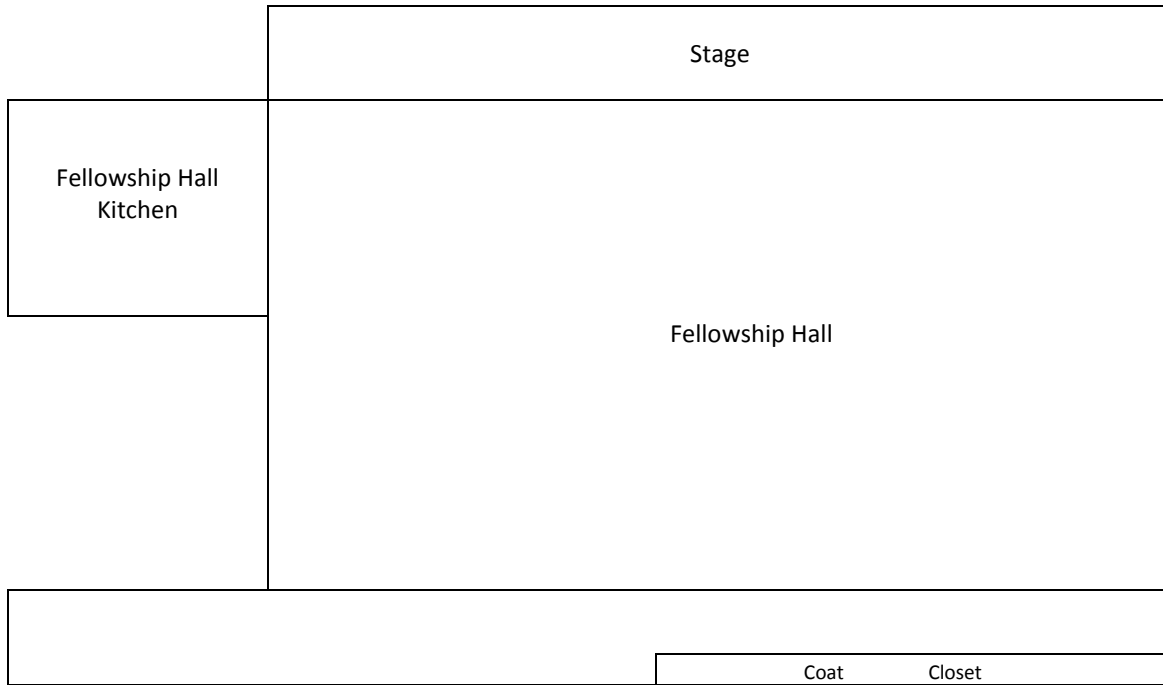
Open Square ...# of chairs \_\_\_\_\_ # of tables \_\_\_\_\_

Theatre. .. # of chairs \_\_\_\_\_

**Options:**                      **Podium**                      **Projection Screen**                      **Sound system/Mic.**

**Additional notes:**

**Please provide a drawing of your desired set -up:**



Facilities Coordinator: Judi Lien [Judilien@comcast.net](mailto:Judilien@comcast.net) Parish Administrator: Karen McClain [parishsec@oldaugustus.org](mailto:parishsec@oldaugustus.org)

*Please reference the assigned Request Number in written communication with Facilities personnel*

Request # \_\_\_\_\_

## Internal Committee Supplies Request

**Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Number of Attendees Expected** \_\_\_\_\_ **Date Supplies Needed** \_\_\_\_\_

### Cups

- Hot Cups
- Cold Cups

### Plates

- Luncheon
- Dinner
- Dessert

### Bowls

- Soup
- Salad/fruit

### Napkins

- Luncheon
- Dinner
- Beverage/Dessert

### Plasticware

- Forks
- Knives
- Spoons
- Soup Spoons
- Stirrers

### Beverages/Condiments

- Regular Coffee
- Decaffeinated Coffee
- Tea Bags
- Lemonade
- Sugar, sweetener, non-dairy creamer (*\*note, only dry non-dairy creamer will be provided if requested*)
- Salt & Pepper
- Sterno

### Table Covers

- Plastic Individual (white only)
- Plastic Roll (white only)
- Linen per WELCA
- Placemats

### Other

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### Please Note:

- The Facilities Coordinator will ensure that sufficient quantities of requested supplies are available based on the number of attendees.
- Supplies furnished by the church are the property of the church. Please return unused supplies to the cabinet.
- Submit this form with the Facilities Use Request form when possible. Changes/Updates should be communicated to the Facilities Coordinator no later than 20 days before your event.

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