

**Immanuel Lutheran Church**

**Building/Facilities Use Form**

(For non church-related activities)

*Please complete the following information and submit before the 2<sup>nd</sup> Tuesday of each month for Council approval. Approved form will be forwarded to the church custodian and a copy will be kept by the Church Council.*

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Date facilities needed \_\_\_\_\_

Area(s) of building/rooms needed: \_\_\_\_\_Basement \_\_\_\_\_Basement kitchen \_\_\_\_\_Gathering area  
\_\_\_\_\_ Gathering area kitchen \_\_\_\_\_Sunday School Room(s) \_\_\_\_\_Sanctuary

Purpose \_\_\_\_\_

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Number of people expecting to attend \_\_\_\_\_

Person completing form \_\_\_\_\_ Date \_\_\_\_\_

Council Approval \_\_\_\_\_ Date \_\_\_\_\_

- Please be sure to return the area you use to the condition/set up in which you found it.
- Church custodian will open building and lock doors. Please use the back door exit when you are done.
- No fee is required, but donations for building use are accepted and appreciated.