

Peace Evangelical Lutheran Church (PELC) Facility Use Request Form (rev 6.12.18)

Date of Event	Arrival Time	Start Time	End Time	Departure Time				
Type of Event/ Intended Use								
Frequency of Use <input type="checkbox"/> One time <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Twice a month <input type="checkbox"/> Monthly								
Preferred Day 1st Choice		<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
Preferred Day 2nd Choice		<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
Estimated # of Attendees								
Requestor/Point of Contact Name: _____								
Organization: _____								
Member of Peace:								
Address: _____								
Phone: _____ Cell Phone: _____								
Email: _____								
Area Requested <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Kitchen <input type="checkbox"/> Library <input type="checkbox"/> Sanctuary/Narthex								
<input type="checkbox"/> Classroom #1 <input type="checkbox"/> Classroom #2 <input type="checkbox"/> Classroom #3 <input type="checkbox"/> Classroom 4								
<input type="checkbox"/> Lauxman basement <input type="checkbox"/> Lauxman House <input type="checkbox"/> Classroom #5 <input type="checkbox"/> Other _____								
Other Needs <input type="checkbox"/> Tables* <input type="checkbox"/> Key check out <input type="checkbox"/> Sound System								
<input type="checkbox"/> Chairs* <input type="checkbox"/> TV/DVD/VCR <input type="checkbox"/> Projector Screen								
<input type="checkbox"/> Piano <input type="checkbox"/> Other _____								
*Requestor sets up and puts away all tables and chairs								
Will alcohol be present? <input type="checkbox"/> Yes <input type="checkbox"/> No								
(Approval required)								
If yes, please describe _____								
Fees are payable by cash or check made out to "Peace Lutheran Church."								
Cleaning deposit - due upon submission of the Request Form.								
Deposit, less any fees, refunded 30 days after the event, by mail. You may be invoiced if damage exceeds deposit.								
Such invoice must be paid within 10 days of receipt.								
Other fees to be paid at least 1 week before the event, or at key checkout.								
Signature of Responsible Person or Organization Representative Date								
Office Use Only								
() Approved () Disapproved								
Area Assigned: _____								
Insurance Waiver: _____								
Key check-out: _____ Key returned: _____								

Signature of Parish Administrator or Council President

Date _____