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| **CONTACT INFORMATION** |
| **Requesting Individual/Organization Name** |  |
| **Address** |  | **Phone** |  |
| **Responsible Contact Name** |  |
| **Responsible Contact Email** |  | **Contact Phone** |  |
| **EVENT INFORMATION** |
| **Event Date** |  | **Open Time** |  | **Close Time** |  |
| **Other/Recurring (Describe)*****Note****: Non-church sponsored recurring events will be limited and considered on a case by case basis.* |  |
| **Event Name** |  | **Est. Attendance** |  |
| **Event Purpose** |  |
| **Event Advertised** | [ ]  **YES** [ ]  **NO** | **If yes, describe:** |  |
| **SPLC Member sponsoring or requesting Event** | [ ]  **YES** [ ]  **NO** |  |  |
| **REQUEST TYPE** (See Facility Use Policy Section II. B) |
| [ ]  Group 1 | [ ]  Group 2 | [ ]  Group 3 | [ ]  Group 4 |  |  |
| **Space(s) Requested** | [ ] Fellowship Hall | [ ]  Fireside Room | [ ]  Youth Room |  [ ]  Grounds | [ ]  Piano/Mic |
| **INSURANCE** |
| **Carrier Name** |  | **Liability Amount** | **$** |
| **CERTIFICATION** |
| On behalf of the applicant I certify that:* I have read and am familiar with, and will follow, the St. Peter’s Lutheran Church Facility Use Policy.
* Upon approval and prior to the event, the applicant will remit the appropriate fee for use of the Church facilities.
* All safety and fire laws will be observed.
* No dangerous activities or activities that will interfere with other uses in the Church building or the worship of God will take place.
* No activity may take place without submitting a signed Indemnification and Release Agreement.
* The use of the Church’s facilities will be consistent with the purposes of St. Peter’s Lutheran Church.
 |
| **Authorized Signature** |  | **Date** |  |
| **Printed Name** |  |
| **Attachments** | Indemnification and Release Agreement; Proof of Insurance; any additional information regarding your event. |

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| **FOR CHURCH USE ONLY** |
| **Request Received**  |  |  |  | **Date of Action** |  |
| **Action**  | [ ]  Approved  | [ ]  Denied |  [ ]  Refer to Council |  |
| **Comments** |  |
| **Member responsible for opening/closing** |  |
|  [ ]  **Added to Calendar** | **Fees Remitted** | **$** | **Fee Exceptions** |  |