



# Grace Evangelical Lutheran Church

## Application for Facility Usage

Please complete the following application for permission to use the facilities of Grace Lutheran. Fees are \$100 per hour with a \$300 security deposit. All events must conclude by 10 p.m.

<b>ORGANIZATION INFORMATION</b>
Requesting Organization: Lead Contact: Phone Number: Email Address:
Affiliation (Church of Community):
Purpose for Usage:

<b>FACILITY USAGE REQUIREMENTS</b>	
Area(s) Requested: <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Atrium <input type="checkbox"/> Sanctuary and Narthex <input type="checkbox"/> Parking Lot <input type="checkbox"/> Patio <input type="checkbox"/> Meeting Room	Kitchen: YES NO  Tables and chairs: YES NO How many? _____
Outside Grounds:	
Use of alcohol requested: YES NO	
When Required: (Date & Time –allow time for set-up/clean-up)	Recurring Event: YES NO How often?

<b>CUSTODIAL AGREEMENTS</b>
I understand that Custodial and Janitorial services are not included, and that I am expected to leave the facility in the same condition I find it in or better: ____Yes____No
Janitorial services are available for an additional fee of \$100 and are required for larger events. Please arrange for the facility to be cleaned after my function: ____Yes____No

<b>RESPONSIBLE PARTY INFORMATION</b>	
Grace Sponsor:	Phone and email:
Signature:	Date:
Primary Responsible Party:	Phone and email:
Signature:	Date:

<b>SECURITY DEPOSIT</b>	
RECEIVED:	Date:
RETURNED:	Date:
CASH	or CHECK
<b>APPROVAL</b>	
Use of Facilities:	APPROVED NOT APPROVED
Use of Alcohol:	APPROVED NOT APPROVED NOT REQUESTED
Entered on Church Calendar:	YES NO
Comments:	
Office Administrator:	Date:
Pastor:	Date:

All events must reflect in some way the mission of Grace Lutheran Church. Grace programming has priority over any private function. All efforts will be made to accommodate reservations, but in the case of a funeral or other unexpected need, alternative arrangements may be necessary.

40 N. Main St.  
Hatfield, PA 19440

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Graceassistant40@gmail.co

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