



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. The building is not available before 1 p.m. on Sunday. All events must conclude by 10 p.m.

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

FACILITY USAGE REQUIREMENTS	
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?

CUSTODIAL AGREEMENTS
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

RESPONSIBLE PARTY INFORMATION	
Grace Sponsor:	Phone and email:
Signature:	Date:
Primary Responsible Party:	Phone and email:
Signature:	Date:

SECURITY DEPOSIT	
RECEIVED:	Date:
RETURNED:	Date:
CASH	or CHECK
APPROVAL	
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

gracelutheranhatfield.org
Graceassistant40@gmail.com

Office (215) 855-4676
After hours: (614) 214-2639