



# St. Mark's Evangelical Lutheran Church

## Application for Facility Usage

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Please complete the following application for permission to use the facilities of St. Mark's Evangelical Lutheran Church

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

<b>FACILITY USAGE REQUIREMENTS</b>	
Room(s) Requested: <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Hart Hall <input type="checkbox"/> Nave <input type="checkbox"/> San Marco Room <input type="checkbox"/> Library <input type="checkbox"/> Music Suite	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. Required for large midweek events. Please arrange for the facility to be cleaned after my function: ____ Yes ____ No

<b>RESPONSIBLE PARTY INFORMATION</b>	
St. Mark's Sponsor:	Phone:
Signature:	Date:
Primary Responsible Party:	Phone:
Signature:	Date:

<b>FOR OFFICE USE ONLY</b>	
Deposit:	Date:
Received Copy: YES NO	
Entered on Church Calendar: YES NO	
<b>APPROVAL</b>	
Use of Facilities: APPROVED NOT APPROVED	
Use of Alcohol: APPROVED NOT APPROVED NOT REQUESTED	
Comments:	
Executive Committee:	Date:
Pastor:	Date:

Saint Mark's church programming has priority over any private function. All efforts will be made to accommodate private reservations, but in the case of a funeral or other unexpected need, alternative arrangements may be necessary.