



FACILITY USAGE REQUEST

This form is to be completed by any person or group requesting use of the church facilities and/or grounds with the exception of use for church related activities. The user in all instances will be required to leave the building and/or grounds as it was when the requested activity began or be expected to pay a minimum fee of **\$50** for clean-up.

NOTE:

- * No smoking is allowed in the church buildings.
- * No alcoholic beverages are allowed in the church or on the church Grounds.

All requests will be reviewed by the Church Council/President and approved or disapproved with any required deposits or usage cost determined by them. All requests will be answered as promptly as possible. - The Property and Management Committee

Name of Person - Group: _____

Phone number: _____ Cell: _____

Address: _____

Activity planned: _____

Date: _____ Hours of activity: _____

Estimated number of people at activity: _____

Will kitchen facilities be used? _____

Will this group be requesting a single, weekly, or monthly use? If weekly or monthly, will hours and days always be the same?

Are there any special requests or circumstances which you feel the Council should be made aware of before rendering a decision?

Is the requester or any member of the group requesting use of the facilities a member of Lord of Life? If so, please indicate member's name. _____

Donations for use of the facilities are encouraged.

Signature _____

Date of Request _____

Reminder: You are responsible for the church and its contents during the requested activity. Any damage will be charged to the group or person using the facilities. The church will not be liable in case of personal injury during your activity.

Approved by: _____

Date: _____

**We expect you to observe these out of respect for God and our church and honor this promise by your signature at the bottom.*

LORD OF LIFE LUTHERAN CHURCH | 2899 Hales Mill Road | Dubuque, Iowa 52002