

HOUSE OF PRAYER LUTHERAN CHURCH

7625 Chicago Avenue South

Richfield, Minnesota 55423

BUILDING USE REQUEST FORM

RETURN FORM to above address, attention Tina. Call 612-866-8471, ext 207 as needed.

DATE NEEDED _____

Organization / Event Name _____

Contact Person Name _____

Address _____

Home Number: _____ Work Number: _____ E-mail _____

DATE REQUEST MADE _____

IF STANDING REQUEST:

First Date: _____ Last Date: _____

(Circle) M T W Th Fr Sa Su

__ Wkly __ BiWkly __ Monthly __ Quarterly

TIME NEEDED: From: _____ To: _____ (List separately times for set-up/cleanup)

Number of Persons Expected at Meeting or Event: _____

ROOMS NEEDED:

- | | | |
|-----------------------------|-------------------------|-------------------------|
| ___ Choir Room | ___ Narthex | ___ PreSchool Rooms |
| ___ Conference Room | ___ Nursery | ___ Sanctuary |
| ___ Cross Room | ___ Parish Hall | ___ Sunday School Rooms |
| ___ Fellowship Hall | ___ Parish Hall Kitchen | ___ Youth Room |
| ___ Fellowship Hall Kitchen | | |

EQUIPMENT NEEDED: (Indicate Number Needed)

- | | | |
|--|----------------------------|--|
| _____ 6 Ft. Tables | _____ 8 Ft. Tables | _____ Round Tables / #of _____ Chairs.
(Seat up to 8) |
| _____ Chairs for 6' Tables | _____ Chairs for 8' Tables | _____ Piano |
| _____ Risers | _____ Podium | _____ Microphone |
| _____ Paper / Pad / Easel (extra charge per sheet _____) | | _____ VCR / TV /DVD |

Use back of sheet to sketch set-up arrangement you'd like.

SPECIAL NEEDS: (please use space here and on next sheet to explain or request unique needs)

(continue on next page)

User Agrees To The Following:

- 1) No smoking permitted in or within 20 feet of the building. No alcoholic beverages or illegal drugs are allowed on the church premises.
- 2) Activities will be confined to areas requested and approved.
- 3) Person in charge of group will be present when anyone enters the building, and will remain until the entire group has left the premises.
- 4) The building will be used only during designated hours and dates.
- 5) User is responsible for locking the building when leaving. Use hex key attached to exterior doors to lock up. After locking be sure door is securely locked.
- 6) Turn off lights and any appliances used. Leave area in the same condition as you found it.
- 7) During regular office hours, ask permission to use the phone in the office. No long distance calls are permitted.
- 8) Church equipment shall not be used or moved from one room to another without prior approval.
- 9) User is responsible for any damage that may occur during their use of HOP property. Please report damage to the Church Office.

CHARGES Fee Make check payable to House of Prayer Lutheran Church

User agrees to all terms and conditions as stated above for the use of the particular facilities listed above.

Dated this _____ day of _____, 2008

(Signature of Individual User / Organization User)

G/tina/building use request form