

# PEACE LUTHERAN CHURCH EVENT/SPACE REQUEST

Touching Lives with the Love and Saving Grace of Jesus

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## GENERAL INFORMATION

Event: \_\_\_\_\_ Contact \_\_\_\_\_

Phone: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

Frequency: One Time Only: \_\_\_ Weekly: \_\_\_ Every Other Week: \_\_\_ Monthly: \_\_\_

Other: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ Est. # Attending: \_\_\_\_\_

Requested Space: \_\_\_ Peace Center \_\_\_ Church Basement \_\_\_ Class Room # \_\_\_\_\_

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## FOOD SERVICE

\_\_\_ In-house \_\_\_ Catered (OFF SITE PREP ONLY) \_\_\_ Potluck \_\_\_ None

Caterer (if applies): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Other details we should know about:

\_\_\_\_\_

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## AUDIO - VIDEO

Does your group require audio and/or video? Yes / No. See AV policy and fees.

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**CHARGES** – See Property/Facility Use Agreement for rates.

Facility Fee \_\_\_\_\_

Rental Hours X \$10.00 (2 hour minimum ) = Supervisor Fee \_\_\_\_\_

Audio-Video requests (see policy and fee sheet) Audio-Video Fee \_\_\_\_\_

Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Total Fee Paid \_\_\_\_\_

Contact Signature \_\_\_\_\_ Date: \_\_\_\_\_

This form must be completed, fees paid and signed prior to the event being posted to the web calendar and requested space reserved.

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Director of Congregational Services

Please provide a copy of this completed form to the contact person (listed above), a copy for the Director of Parish Services, a copy for the finance office with payment or billing instructions and a copy to the Minister of Operations.

Form D  
11/21/17