

PEACE LUTHERAN CHURCH EVENT/SPACE REQUEST

We are a loving community, called by God's grace, that all know the peace of God

General information

Event: _____ Contact: _____

Phone: _____

Event Date: _____ E-mail _____

Frequency: One time only: _____ Weekly: _____ Every other week: _____ Monthly: _____ Other: _____

Beginning time: _____ Ending time: _____ Estimate of # attending _____

Requested space: _____ Peace Center _____ Church Basement _____ Classroom # _____

Food Service

_____ in-house _____ catered (OFF-SITE PREP ONLY) _____ potluck _____ None

Caterer (if applicable) _____

Other details we should know about _____

Charges—See property/facility use agreement for fees

Facility fee _____

Attendant fee _____ rental hours x \$25.00 (4-hour minimum on weekends and evenings)

Date paid _____ check # _____ total fee paid _____

This completed and signed form must be turned into parish services director or church office along with a check prior to the event being posted on the church website calendar to confirm that requested space is reserved.

Event contact person signature _____ Date _____

Approved: _____ Date _____

Parish services director

Please provide a copy of this completed form to contact person listed above, copy to parish services director, and a copy to finance office with payment.

Approved 11/16/21