



**First Lutheran Church Facility Use
and Fund Raising Request Form**

*(Submit form to Church Office
30 days in advance of the event)*

Date(s) of event: _____

ORGANIZATION

Name of group submitting this request: _____

Project leader: _____ phone: _____

Email: _____

Secondary contact: _____ phone: _____

EVENT DETAILS

Time of Event _____ to _____

Set Up Date: _____ Time: _____ Clean Up Date: _____ Time: _____

Purpose and benefit derived from the event: _____

Type of event or solicitation: (bake sale, selling raffle tickets, etc.)

Space requested: _____

SIGNATURES

Signature(s) of responsible leader(s)

By signing this request, the leader commits to conducting an event in a manner respectful of worship, parishioners, and staff members, and promises a timely return of the designated space and equipment to a clean and orderly state. Fundraising activities limited to two weekends. See parish Policy Guidelines.

APPROVAL

Pastor or Designee

Finance Team Representative

Date placed on calendar _____

Date Custodian copied _____

Modified February 13, 2017

Date Form Completed _____