



Calvary Lutheran Church, Perham, Minnesota

CHURCH USE REQUEST FORM

Person making request _____

Address _____

Phone Numbers: Home _____ Work _____ Cell _____

Name of Group or Organization _____

Date of Use _____ Time of Use _____

Facilities Needed _____

Room-Space Requested _____

Nature of Use _____

Services and Equipment Requested _____

Chairs _____ Round Tables _____ Serving Tables _____ Sound System _____ Projection _____

Other _____ *Please make a drawing on other side if needed*

Member of Calvary? Yes _____ No _____

I will be responsible to leave all Calvary church property in the same condition as it was found. Any damage or loss of church property related to this use will be my responsibility.

In case of a funeral at Calvary, the Sanctuary and Fellowship Hall will be needed for a few hours for the funeral. You would receive 48 hours notice that they are no longer available. There are other spaces in the church where we may be able to satisfy your needs.

Calvary invites you to make a donation to cover the use of the facility; there may also be a charge for set up and clean up for the custodians, depending on the set up requests.

Signature of Responsibility _____

Copies of the Request Form may be passed on to three people for review and signatures:

The Custodian

The Congregation President

The Pastor

Office Coordinator Signature _____ Date _____

September 9, 2008