

Member Sponsored and Continuing Use Request Form for Permission to Use Immanuel Lutheran Church or School Facilities

Name of Group/Organization _____

Address _____

Name of Applicant _____ Position in organization _____

Phone Number of Applicant _____ Email address _____

Requesting the use of the: (Check those that apply)

sanctuary

basement

classroom

church kitchen

multi-purpose facility MPF (gym)

locker rooms

Specific needs in areas

FEES FOR AREAS LISTED ON BACK

Date needed _____ Hours _____ to _____

Summary of Content, Activities, Equipment and Materials:

Requests will be considered and approved or disapproved by the Church Council and according to the following guidelines.

- 1 Any activity should enhance Immanuel's program of proclaiming the Gospel of Jesus Christ and Christian education.
- 2 Any activity should be consistent with Immanuel's Christian, Biblical perspective.
- 3 No activity should cause Immanuel an undue financial liability.
- 4 The information should be signed and submitted in writing to be considered at a regular council meeting (held on the 2nd Tuesday of each month).
- 5 The responsible people must be aware of and cooperate with other church and school functions.

Immanuel retains the right to cancel, at any time, any permissions granted.

Signature for Council or MPF _____ Date approved _____

Immanuel Approved Supervisor(s) of Event _____

Fees for use

		List amounts for those areas that apply
For church use	\$50.00	
For church use Janitor	\$50.00	
For basement/kitchen use	\$35.00	
For basement use Janitor	\$25.00	
For basement use Supervisor	\$25.00	
For MPF use	\$100.00	
For MPF Janitor	\$25.00	
For MPF Supervisor	\$25.00	
Total fee for one event		
Total fees (if recurring)		

If recurring, add specific dates, times, and needed information.

End date if recurring: _____

Payment plan for recurring events

This permit is valid when signed by Church Secretary upon receipt of necessary fees.

MAKE CHECK PAYABLE TO: *Immanuel Lutheran Church*

Any laundry bill will be sent to the applicant.

TOTAL RECEIVED..... \$ _____

Church Secretary: _____ Date: _____

- Permit posted on bulletin boards AND on website
 Fees managed
 Approval set for _____ (time frame?)