

PERMIT FOR USE OF IMMANUEL'S FACILITY

Immanuel Ev. Lutheran Church, 421 North 2nd Street, Mankato, MN 56001; Phone: (507) 345-3027

It is requested that this "permit" application and fees be submitted at least two months prior to your event.

Permission has been granted to: (Name) _____ (Phone) _____

(Address) _____

(Home Congregation) _____ for the use of the:

(Check those that apply) church basement/kitchen multi-purpose facility MPF (gym)

on (Date) _____ needed from (Hours) _____ to _____

Fill in those areas that apply:

Rehearsal is usually the night before the wedding. Include in the time of rehearsal any additional time needed for placing pew decorations/unity candle/etc. in church.

Date of wedding rehearsal = _____. Time of rehearsal = from _____ to _____.

Time of wedding: _____.

Supervisor of church sanctuary = _____ (an Immanuel pastor or deacon).

Name of Pastor performing marriage = _____. Organist = _____

Sound system operator = _____. Video equipment operator = _____.

Time of reception/open house if at Immanuel: from _____ to _____.

The basement/kitchen is to be used for _____ under the supervision of _____ (Name of individual in charge from authorized list of Immanuel members only)

The multipurpose facility (gym) is to be used for _____ under the supervision of _____ (Name of individual in charge from authorized list of Immanuel members only)

	Members of Immanuel:	Members of CLC Congregations:	List amounts for those areas that apply
For church use		\$50.00	
For church use Janitor	\$50.00	\$50.00	
For basement/kitchen use	\$35.00	\$50.00	
For basement use Janitor	\$25.00	\$25.00	
For basement use Supervisor	\$25.00	\$25.00	
For MPF use	\$100.00	\$150.00	
For MPF Janitor	\$25.00	\$25.00	
For MPF Supervisor	\$25.00	\$25.00	
Total Fee =			

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.

Applicant's signature indicates that the attached regulations will be followed and upheld.

Applicant's Signature: _____ Date: _____

TOTAL RECEIVED..... \$ _____

Church Secretary: _____ Date: _____