

**GRACE LUTHERAN CHURCH FELLOWSHIP HALL  
APPLICATION FOR RENTAL RESERVATION**

The Fellowship Hall was built to serve not just our church members, but the community as well. God has blessed us generously. We are called to be good stewards of this gift. It is our desire to rent the use of our facility with these thoughts in mind.

The purpose of the Fellowship Hall shall be to provide opportunity for fellowship among our members, and outreach to our friends, family, and community. All programs and activities are to have a Christ centered purpose.

As the Fellowship Hall Guidelines for Rental state, all reservations will be reserved on a "first come, first served" basis. Grace Lutheran Church reserves the right to refuse use to any individual, group or organization. **The Church is not responsible for injuries, accidents, or thefts occurring with the use of the facilities.**

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Reason for Rental: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_

Building Opening Time: \_\_\_\_\_ Expected Closing Time: \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_ Optional Cleaning Fee? \_\_\_\_\_

Facility Request:  Whole Hall (Incl. Kitchen)  Meeting Room  Meeting Room & Kitchen

The following Church property is also requested for use:

Chairs  Tables  Sound System

Coffee Pot  Kitchen use for catered meal  Kitchen use for meal preparation

Are you a member of Grace Lutheran Church?  Are you requesting a Host?

I am requesting the use of the Grace Lutheran Church Fellowship Hall for the use stated above and agree to abide by the Fellowship Hall Guidelines for Rental. I further agree that I and/or any group named above will be responsible for any damages to the Church or Fellowship Hall property or for any property missing from the premises as a result of the above usage.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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Request Approved  Request Denied Date put on Master Calendar: \_\_\_\_\_

Host/Building Attendant Will Be: \_\_\_\_\_

Rental Fee in the Amount of \$\_\_\_\_\_ received by \_\_\_\_\_ on \_\_\_\_\_

Due at Least thirty (30) Days Prior: \$\_\_\_\_\_ Security Deposit \$\_\_\_\_\_ Wedding Package

\$\_\_\_\_\_ Cleaning Fee (Optional)

\_\_\_\_\_  
Facility Manager