

Good Shepherd Lutheran Church Building Usage Form and Agreement

Contact Information

Organization: _____

Contact person: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Pager: _____

Usage Request

Purpose for request: _____

Type of space requested: _____

Start Date: _____ Ending Date: _____

Start Time: _____ Ending Time: _____

Weeks	Days	Months
<input type="checkbox"/> Every Week	<input type="checkbox"/> Every Day	<input type="checkbox"/> Every Month
<input type="checkbox"/> 1 st	<input type="checkbox"/> Sunday	<input type="checkbox"/> January <input type="checkbox"/> July
<input type="checkbox"/> 2 nd	<input type="checkbox"/> Monday	<input type="checkbox"/> February <input type="checkbox"/> August
<input type="checkbox"/> 3 rd	<input type="checkbox"/> Tuesday	<input type="checkbox"/> March <input type="checkbox"/> September
<input type="checkbox"/> 4 th	<input type="checkbox"/> Wednesday	<input type="checkbox"/> April <input type="checkbox"/> October
<input type="checkbox"/> 5 th	<input type="checkbox"/> Thursday	<input type="checkbox"/> May <input type="checkbox"/> November
<input type="checkbox"/> Last	<input type="checkbox"/> Friday	<input type="checkbox"/> June <input type="checkbox"/> December
<input type="checkbox"/> Every Other	<input type="checkbox"/> Saturday	

Building Usage Agreement

I understand that if this request to use the facilities of Good Shepherd Lutheran Church is approved, I will be responsible for maintaining the building and its equipment as stated in the Building Usage Policy. I agree that neither I, nor the organization that I represent will hold Good Shepherd Lutheran Church responsible for any accident that may occur while using these facilities.

Key Agreement

I am responsible for _____ keys (each key having a non-refundable deposit of \$10.00). I will return keys within 5 days of the end of the Building Usage Agreement.

Signature/Title

Date

Signature/Title

Date

For Office Use Only			
Events	Name(s) and phone numbers of people holding keys:		
Date event(s) added to calendar:		1	
Authorized by:		2	
Total non-refundable deposit:	_____ x \$10.00 = \$	3	
Key(s) Issued by:		4	

Original to Good Shepherd Lutheran Church

Copy of agreement to Requestor