

Request for use of Messiah Facilities

Date submitted: _____

Organization name: _____

Your name: _____

Your email: _____ Your Phone # _____

Date of event: _____

Time of event, start to finish: _____

Room needed: Conference Kitchen Library Sanctuary Social hall Youth

Description of event: _____

Number of people expected to attend: _____

Person responsible for event: _____

Address: _____

Phone #: _____

Email: _____

Security deposit? \$ _____

Cleanup/damage charges assessed? _____ Amount: \$ _____

Reason: _____

Due to COVID-19 concerns, every group is required to wipe any equipment used with antibacterial wipes (provided) at the conclusion of the event. This includes tables and chairs.

I/we agree to respect the property, building and contents of Messiah Lutheran Church. All items used or moved will be returned to their original place. Facility will be returned to its original condition. In case of breakage, theft or other issue, we agree to communicate with the church office. We will take responsibility for the behavior of everyone in our group.

Signature of Representative _____