

Building Usage Form

Mission Statement

The mission of the Building, Usage and Ministry Committee while supporting the broader mission of Parkside Lutheran Church is to monitor member and community use to assure efficient space utilization and enhance the security and safety of participants.

We encourage members and others to view the church as their home. Everyone connected with a group or an individual, using the Church should remember it is the property of Parkside Lutheran Church. All users have the responsibility to use the resource in a professional, ethical and lawful manner.

Directions: In order to maintain up-to-date information about the groups or individuals that use the church facilities we ask that the following **form be completed**. If an area does not apply mark it NA. **Make requests at least 30 days prior** to desired usage. Use back of sheet for further explanations. Thank you.

Name of Group or Organization _____

Name of **Contact Person** _____

Address of Contact Person _____

Phone _____ E-Mail _____

Best time to reach you _____ AM _____ PM

Date or Dates of Proposed Use _____

Proposed Use _____

Room(s) or **Space Requested** _____

Short-term storage needs _____

Set-up desired _____

Who and how many will be attending? _____ children _____ adults

Will food or beverages be served? _____ Prepared? Explain _____

Equipment Usage _____

Clean-up arrangements _____

Other _____

Security Arrangements (key, lock-up, door control) _____

Fees, Donation, or Charge _____

Expectations of Users: Security, lights, heat _____

Community housekeeping closet: location, expectations _____

Why did you choose Parkside Lutheran Church as a location for your event(s)?

The **Building Use Policy Agreement** has been read, agreed to and signed by the person taking responsibility for group actions. _____ Date _____

Approval/Denial: Explanation/Agreement _____
