

ST. PAUL'S FACILITY USE

The fellowship hall in the Lincoln building and the gym located in the ECC are available for rent for any St. Paul's Lutheran Church member after completion and approval of the Use Application form. After approval the church secretary will contact the member to confirm the date and arrange for payment of the deposit (\$50) and the rental fee (\$75). (The deposit and the rental fee should be cash or separate checks for ease of returning the deposit.) A key for the facility will be available if needed. It can be obtained from the church secretary not earlier than 5 days prior to the event and must be returned within 5 days of the event. The deposit will be refunded in full if no damage has occurred to the facility and when the key is returned. Brooms, dust pans, garbage cans and a wet mop will be provided for clean up. Table and chair setup will be the responsibility of the member unless otherwise notified. The facility must be left in the condition it was found.

Name (print) _____ Contact Number _____

Date Requested _____ Time Requested _____

Facility will be used for: _____ Number of people _____

Facility Requested:

_____ Lincoln Fellowship Hall

_____ ECC Gym (The ECC is not available for use during August)

Office use only

Approved: Yes ____ No ____ Schedulers Signature _____ Date _____

Reason denied: _____

_____ Entered on Master Calendar

Approval: _____ Building Manager

_____ Principal

_____ Trustee Chairman

_____ ECC Custodian (if requesting ECC)

Key Issued to _____ Date _____

Key Returned Date _____

Person on call _____ Phone Number _____

THE FACILITIES ARE AVAILABLE ONLY FOR AND BY MEMBERS.