

# Application for Use of Church Facilities | Palm Valley Lutheran Church

2500 Palm Valley, Round Rock, Texas 78665 | PVLC.org | 512-255-3322

Date of Request: \_\_\_\_\_

Event Name: \_\_\_\_\_ Organization: \_\_\_\_\_

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

Leader/Point of Contact: \_\_\_\_\_ Email: \_\_\_\_\_

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

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Setup Date: \_\_\_\_\_ Time From: \_\_\_\_\_ to \_\_\_\_\_

Teardown Date: \_\_\_\_\_ Time From: \_\_\_\_\_ to \_\_\_\_\_

Event repeats  One-Time Only  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  Last

Select Day(s):  Monthly  Weekly  Daily  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Participants: (check applicable)  Adults  Teens  Children Estimated Attendance: \_\_\_\_\_

Name of Responsible Person (if different than Leader): \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

By signing, the Organization agrees to abide by the General Policies and Regulations of the Facilities Use Agreement:  
NO LATEX BALLOONS OR LATEX ITEMS MAY BE USED. WE HAVE PEOPLE WITH EXTREME ALLERGIES TO LATEX.

\_\_\_\_\_  
Name/Title of Requesting Individual Representing the Organization

\_\_\_\_\_  
Date

For Member or 501(c)(3) events, the following church member guarantees the activities and functions of the Organization and its compliance with the Facilities Use rules and regulations:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Church Representative

\_\_\_\_\_ Initial/Date (Members Only) I agree to serve as Event Monitor for this event and adhere to Event Monitor Responsibilities.

The above Facility Use is considered with the following conditions:

\_\_\_\_\_

\_\_\_\_\_

On behalf of Palm Valley Lutheran Church, request is/is not approved.

\_\_\_\_\_  
ALAN DUNN  
Executive Administrator

\_\_\_\_\_  
Date

Event Group \_\_\_\_\_

Added to Event Schedule

Invoice Posted \_\_\_\_\_

Requester Contacted to Confirm Event Approved

The following rooms are requested:

- Christian Life Center - seats up to 400
- Christian Life Center Kitchen
- Conference Room - seats 15
- Mayfield Parlor - room with sofas and chairs
- Palm Room - seats up to 20
- Parish Hall - seats up to 120
- Parish Hall Kitchen
- The Back Porch (Multipurpose Facility in Oak Grove; seats up to 70)
- The Back Porch Patio
- The Back Porch Outdoor Stage
- Classrooms (Education Wing) (List Room Numbers) \_\_\_\_\_
- Classrooms (Children's Wing) (List Room Numbers) \_\_\_\_\_
- Sanctuary
- Playground
- Baseball Field
- Baseball Field
- Oak Grove
- Parking Lot

The following equipment is requested:

- Table, folding. How many? \_\_\_\_\_ (may require setup staff)
- Chairs, How many? \_\_\_\_\_ (may require setup staff)
- TV with DVD player
- Projector – Christian Life Center (requires media staff)
- Portable Sound System (requires setup staff)
- Sound – Christian Life Center (requires media staff)