



GRACE EVANGELICAL LUTHERAN CHURCH

100 E. Schrock Road, Westerville, Ohio 43081 / 614-882-3026 / www.grace43081.org

FACILITY USE REQUEST FORM

Please Print

Contact Information:

Requestor/Contact Name: _____

Group Name: _____

Address: _____

Phone #: _____ Email: _____

Event Information:

Name of Responsible Person Day of Event: _____

Description of Event: _____

Date(s) Requested: _____

Time of Event: Begin: _____ End: _____

Arrival/Set-up Time: _____ Departure/Cleanup Time: _____

(*Please indicate the earliest time you will need to arrive for set-up. The doors will remain unlocked during these hours, unless stated otherwise. The person in charge or designee must be on site during the entire time the doors are unlocked.)

Number of People Anticipated: _____ Number of Room(s) Required: _____

Do you require the use of our Worship Space? No Yes

If yes, do you require the use of the Sound System? No Yes (Add \$25/hour to Fee Schedule)

Please indicate what items you will need for your event:

_____ Tables _____ TV/DVD _____ Flip Chart _____ Dry Erase Board

_____ Chairs _____ Internet _____ Phone _____ Other, explain: _____

Are refreshments to be served? No Yes

If yes, explain what food & beverage will be served: _____

Do you require the use of our kitchen? No Yes (If yes, please read Kitchen Use Guideline)

Please submit completed forms and any questions to the Church Secretary
(614-882-3026 or office@grace43081.org).

FEE SCHEDULE

A fee is assessed for those events that occur in the evening or on a weekend day to cover the cost of the Event Coordinator and/or facility cleaning. A fee may be assessed for some weekday events depending on the size and/or how often the event.

Evening and Weekend Events:

Events scheduled weekdays after Grace Office Hours and all day or evening events on Saturday or Sunday will be assessed a \$25/hour fee.

An Event Coordinator is provided for evening and weekend events at Grace. The Event Coordinator is responsible for room set up, building custodial concerns, lighting and climate control.

Evening/Weekend Fee = _____

Weekday Events:

Events planned at Grace Monday through Thursday 9:00am and 3:00pm or on Friday between the hours of 9:00am and 12Noon are assessed a fee based on the number of people attending per the following schedule:

- For groups between 1 and 25 - \$ 0 Fee
- For groups between 25 and 40 - \$25 Fee
- For groups between 40 and 75 - \$50 Fee
- For groups between 75 – 100 - \$100 Fee
- For groups over 100 - to be arranged w/Business Manager

Weekday Fee = _____

Use of Worship Space with a Sound Technician:

Please add \$50 to the above fee schedules.

Sound Tech Fee = _____

Total all Fees due before event = _____

_____ I have received, read and agree to comply with: Building Use Guidelines for Church Functions Church Functions, Related-Church Functions and Members; Building Use Guidelines for Non-Member Groups; Kitchen Use Guidelines (if applicable); Safe Sanctuary Policy: Policies & Procedures for the Prevention of Child Abuse.

In accordance with the above Fee Schedule I agree to pay \$_____ by _____

Signature of Responsible Group Contact Person Today's Date

Office Use Only	
Request Received: _____, 20__	<input type="checkbox"/> Approved: <input type="checkbox"/> Event Added to Calendar
<input type="checkbox"/> Payment Received: Online / Check: (Checks payable to Grace Evangelical Lutheran Church)	
Room(s) Assigned/Entrance Assigned: _____	