

Saint Luke Lutheran Church

2695 Luther Drive ♦ Chambersburg, PA 17202

717-261-1213 ♦ Fax: 717-261-0086

Office@saintlukechambersburg.org

Facility Use Request Form

(Complete and return to church office.)

Personal Information:

Today's Date: _____ Date(s) Needed: _____

Function: _____ Bldg. Open from: _____ to _____

Person in Charge: _____ Meeting from: _____ to _____

Group/Person Requesting Use: _____

Home Phone _____ Work Phone _____

Person making request is responsible for cleanup; if different, please list person's name on next line:

Person responsible for cleanup: _____

Home Phone _____ Work Phone _____

Areas Needed: (Circle area(s) needed)

Fellowship Room

Nursery

Class Room

Parlor/Library

Kitchen

Other

Supplies or Equipment Needed:

Audio/Visual Equipment Needed: (Overhead, projector, podium)

(over)

For Office Use

Non-Member Use:

Deposit Paid _____ Total Fees _____ Balance Due _____

Request Form, Policies & Guidelines given to:

Handed to: _____

Mailed to: _____

Faxed to: _____

Comments: _____

Date entered on Master Calendar? _____

A/V Personnel Contacted: _____

Keys

Key(s) issued? _____ To: _____

Date Key(s) Returned _____

Fellowship Hall Use Policy

- 1. St Luke's pastor or the Property Committee should be contacted for availability of the facility.**
- 2. Person requesting use of the facility should be a current member of St Luke, if not a member, the event being held should be for a member.**
- 3. Smoking and/or alcoholic beverages are not permitted on church premises.**
- 4. There will be a fee of \$25.00, if a custodian is needed to restore the Fellowship Hall, and/or bathrooms to good order following the event.**