



ST. LUKE

Evangelical Lutheran Church

2695 Luther Drive Chambersburg, PA 17202

717-261-1213

office@stlukechambersburg.org

Facility Use Request Form

(Complete and return to church office.)

Personal Information:

Today's Date: _____

Date(s) Needed: _____

Function: _____

Building Open from: _____ to _____

Person in Charge: _____

Meeting from: _____ to _____

Group/Person Requesting Use: _____

Cell Phone _____ Work Phone _____

The person making the request is responsible for cleanup; if different, please list person's name

on next line. Person responsible for cleanup: _____

Cell Phone _____ Work Phone _____

Areas Needed: (Circle area(s) needed)

Fellowship Hall

Nursery

Classroom

Library

Kitchen

Other _____

Supplies or Equipment Needed:

Audio/Visual Equipment Needed: (Large Screen TV, Internet access, Audio, etc.)

For Office Use

Non-Member Use:

Deposit Paid _____ Total Fees _____ Balance Due _____

Request Form, Policies & Guidelines given to:

Handed to: _____

Mailed to: _____

Comments: _____

Date entered on Master Calendar: _____

A/V Personnel Contacted: _____

Approved By: _____ Date: _____

Key(s) issued? _____ To: _____

Date Key(s) Returned _____



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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.