



# REQUEST FOR BUILDING USE

## OUR SAVIOUR'S LUTHERAN CHURCH

To Know Christ, To Make Christ Known

A member of the Evangelical Lutheran Church in America

1001 Woodcreek Drive College Station, Texas 77845

Contact Us:

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Name: \_\_\_\_\_ Today's date \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of event \_\_\_\_\_ Type of event \_\_\_\_\_

Event begins \_\_\_\_\_ am/pm Event ends \_\_\_\_\_ am/pm

Please include any set-up and clean-up time you need.

I would like to reserve : \_\_\_\_\_ Sanctuary \_\_\_\_\_ Classroom 1 \_\_\_\_\_ Library

Please choose all that apply.

\_\_\_\_\_ Kitchen \_\_\_\_\_ Other: \_\_\_\_\_

Please specify.

I agree to abide by the provision of the building use policy, the House Rules for the use of the Fellowship Center and the Guidelines for the decoration of the sanctuary.

I agree to pay all fees applicable to my request to cover utilities, janitorial services, cleaning, etc., as set by the Church Council. Furthermore, I assume responsibility for any damages to the property incurred during my use of the facilities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE:

Deposit: Paid - yes / no Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Use Fee: Paid - yes / no Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Date key picked up: \_\_\_\_\_ Returned: \_\_\_\_\_