

Faith Lutheran Activity Form

Member Event Reservation

Date of Request: _____ Date/Time of Activity: _____

Name of Individual/Organization or Group: _____

Contact Person: _____

Address: _____

Daytime Phone: _____ Nighttime Phone: _____

Purpose of Activity: _____

Number of People Attending: _____

(Please note: Capacity of Family Center is 146)

Do you have a key? _____ No, What time do you need church unlocked? _____

*****Please diagram the set up of the Family Center on the back of this form*****

I confirm the above information and agree that I/we will be responsible to insure that we leave the room in good condition at the end of the activity.

Signature of Applicant: _____

Office Use only:

Approved by: _____ Date approved: _____

copies to pastor/secretary/janitor _____

FAMILY CENTER - 146 Capacity

Round Tables (21 Available- each seat 7 people comfortably)

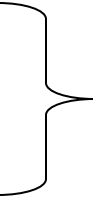
I would like _____ Round Tables & Chairs Set up

6 Foot Rectangular Table (5 Available - used for food or display)

I would like _____ Rectangular Tables Set-up

Please diagram any special set-up and where you'd like the rectangular tables to go.

**DOORS TO
HALLWAY**



**ENTRANCE
DOORS**



KITCHEN COUNTER



**DOORS TO
RESTROOMS**

