

Faith Lutheran Activity Form

Non-Member Event

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)

What time do you need doors to be unlocked? _____

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

Please note: The rental includes use of the Family Center, Kitchen and west side restrooms. Activities must end by 10:00 pm. NO EXCEPTIONS! Trash is limited to three (33 gallon) trash bags. All other trash must be taken with you. No servingware is included in the rental price.

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: _____

Please include these 2 checks with your completed form made payable to:

\$100.00 Payable to Faith Lutheran Church

\$ 75.00 Payable to Don Schluter

Office Use only:

Approved by: _____ Date approved: _____

Fees paid: _____ copies to pastor/secretary/janitor _____

FAMILY CENTER - 146 Capacity

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

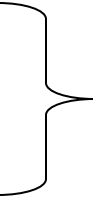
I would like _____ Round Tables & Chairs Set up

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**

