

Lutheran Church of Peace Request for Building Use Form

Revised November 2024

Instructions: To facilitate approval for use of Lutheran Church of Peace, please complete the following form. It must be signed and approved by LCP staff and/or leadership before groups are able to utilize the building. Groups are encouraged to plan ahead in this regard. Fill out completely, sign and date, and return to the church via email at office@lcpeace.org. For questions please email/call the church office or Pastor Liz at pastorliz@lcpeace.org

****NON-CHURCH/MINISTRY USERS, PLEASE NOTE: If a ministry event needs to be scheduled when you have already made reservations, we will make every effort to find you different space to use in the building. If we are not, your event may be superseded by the ministry event.**

Group/Organization Name: _____

Group size: _____

Your Name (first & Last) _____

Address: _____

Phone: _____

Email: _____

Requested Date(s): _____

Requested Start & End Times: _____

Rooms Requested: (specify all that apply)

_____ Montgomery Hall

_____ Community Room

_____ Conference Room

_____ Downstairs Classrooms (# of rooms) _____

Other: _____

Provide a brief summary of the gathering and activity planned.

By signing, I acknowledge I have read, understand and will abide by the Building Use Policy for Lutheran Church of Peace; copies of which have been furnished to me. I agree to hold harmless and indemnify Lutheran Church of Peace with respect to any claim or loss, injury or damage because of negligence or wrongful performance of the user, including damage to the building, furnishings, equipment or property.

Signed : _____ Date: _____

To be completed by Office Manager or Pastor:

Approved _____ Not Approved _____ Building Use Fee: _____

Signature & Date: _____