Faith Lutheran Church
P.O. Box 358
Dodge Center, MN 55927

Church Office Use Only
Permit No._____
Date Applied_____

APPLICATION FOR USE OF FAITH LUTHERAN CHURCH

Sponsoring Organization_____Home Phone_____

Supervisor's Name_____Work Phone_____

Address_____Zip_____

Dates_____
Day of Week *Month* *Date* *Year*

Type of Activity_____ Number Attending_____

Activity Begins *(time – include set up time)*_____Activity Ends *(time)*_____

Special Requests:

Fellowship Hall_____ Kitchen*_____ Sanctuary_____ Microphone_____

Classrooms_____*(#_____)* Tables_____*(#_____)* Chairs_____*(#_____)*

TV_____ DVD_____ Piano_____ Organ_____ Other_____

*If the kitchen is used, a church representative may be in the kitchen to help locate dishes, etc. If the Pastor determines that a representative is needed, a fee of $10.00 per hour is to be paid directly to that person. *See fees on Parties and Receptions Form.*

1. Participants will not be allowed in building until supervisor has arrived.
2. Supervisor must be the last to leave.
3. Make sure lights are off.
4. Tables and chairs must be returned to the original placement and cleaned off. Floor must be clean and garbage must be taken out of food has been put into it.

I hereby certify that I am an agent of the above named organized and am authorized to accept in their name the responsibility of observance of the rules and regulations of Faith Lutheran Church as a condition of the issuance of this permit. I understand that the permit for the use of Faith Lutheran Church facilities may be cancelled if any of the ruled listed on the back are violated.

_____ _____
Sponsor's Authorized Signature Date

_____ _____
Church Approval Date

****Payment for use of the church is required when your application is turned in. No event will be put on the calendar until payment and/or deposit has been received by the church. Your check will not be cashed until after your event. Please see your Church Usage Packet Deposits & Payments sheet for the rates/charges.**

Note: If arrangements must be changed or cancelled, please contact the Faith Lutheran Church Office (374-2174) at least 2 days in advance of scheduled use.

All policies and fees are subject to change. 11/2010