

APPLICATION FOR USE OF CHURCH FACILITIES

FIRST EVANGELICAL LUTHERAN CHURCH

21 S. BEDFORD STREET

CARLISLE, PA 17013

Phone: 717-249-3310

Fax: 717-249-2941

secretary@firstlutherancarlisle.org

www.firstlutherancarlisle.org

Date of application: _____

Name (Individual / Group): _____

Date / Dates of use: _____

Time of use: _____

Nature of activity: _____

Contact person: _____

Contact person's address: _____

Phone: _____ Email address : _____

Facility requested:

_____ Sanctuary _____ Kitchen (no cooking permitted)

_____ Martin Luther Room & Lounge _____ Classroom (s)

(includes Kitchenette) _____ Number needed

_____ Festal Hall _____ Other _____

Additional requests, such as microphones, tables and chairs, tablecloths, instruments:

I/We have received a copy of First Lutheran's policy for the use of the facility and the schedule of fees and agree to subscribe to all the conditions and terms thereof.

Furthermore, I/we agree to be responsible for all church property entrusted to my/our charge or permitted to be used by me/us, and to indemnify, defend, and save harmless First Evangelical Lutheran Church, its pastors, council, and other officers and employees, and its members from all loss, liability, claim, or suit arising out of damage or injury to persons or properties which occur to any person arising out of my/our use of the church property.

Signed (authorized applicant): _____

Please return application by _____ (60 days prior to date of event) to the business administrator in the church office.

A copy of this completed application shall be returned to you signed by an authorized official of First Lutheran approving or rejecting your request.

FOR CHURCH USE ONLY

Date received in church office: _____

Permission to use the facility for the date and time requested is approved _____
is not approved _____

There will be no charge for the use of the facility: _____

The following fee will be charged for facility use: _____

A check should be made payable to "First Lutheran Church".

Signed (authorized official of First Lutheran*): _____

Date: _____

*The pastor or the president, vice president, secretary, or treasurer of church council.

Request for use of the sanctuary must also be approved by the Minister of Music.

Signed (First Lutheran Minister of Music): _____

Date: _____