

# BUILDING USE REQUEST FORM

St. Luke's Lutheran Church, Park Ridge, IL

*Please complete BOTH SIDES and return to the Parish Coordinator.*

**If you send this form via e-mail, use "Save As" and add your last name to the file name.**

Completion of this request form **DOES NOT** guarantee you room usage.

Name of Organization/Purpose: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

Email address: \_\_\_\_\_

Day: \_\_\_\_\_ Recurring weekly: \_\_\_\_\_ Recurring monthly: \_\_\_\_\_

Requested Times: From: \_\_\_\_\_ To: \_\_\_\_\_

## COMPLETE ONLY IF ONE TIME USE

*You will be required to complete a new form for each separate use if not a recurring event.*

Date: \_\_\_\_\_

Requested Times: From: \_\_\_\_\_ To: \_\_\_\_\_

Room(s) Requested: **check room(s) you would like to use**

### Main Level:

- Small Mtg Room (152)
- Library (154)
- 6<sup>th</sup> grade annex (156A)
- Classrooms (156/157)
- Nursery (158)
- Atrium
- Conference Room (108)
- Spangler Room (107)
- Sanctuary

### Upper Level:

- Henderson Hall (207)
- Kitchen (205)
- Temple Room (210)
- Stage (209)
- Balcony Room (220) (no elevator access)

### Lower Level:

- Art Room (LL58/LL59)
- Classroom (LL52/LL53)
- Drama Room (LL57)

## FOR OFFICE USE ONLY

\_\_\_\_\_  
(approved by – signature)

\_\_\_\_\_  
(date approved)

ASSIGNED Key Number (s) \_\_\_\_\_ Initials \_\_\_\_\_  
(key number assigned and assigned by initials)

\_\_\_\_\_  
(date key assigned)

RETURNED Key Number (s) \_\_\_\_\_ Initials \_\_\_\_\_  
(key number returned and returned to initials)

\_\_\_\_\_  
(date key assigned)

***Please answer the following questions:***

1. Describe *IN DETAIL* the type of event you will be bringing to our facility.

2. Will tickets be sold or admission charged for your event? If yes, what will be the ticket prices or the admission fee?

Yes \_\_\_\_\_

No \_\_\_\_\_

3. How will the net proceeds of this event be used?

4. Is your group a Non-Profit Organization as defined by the Internal Revenue Service?

Yes: \_\_\_\_\_ Non-Profit Tax ID Number: \_\_\_\_\_

No: \_\_\_\_\_

I/We agree to abide by all of the following:

- USE ASSIGNED ROOMS ON ASSIGNED DATES AND TIMES ONLY**
- Adhere to the Building Use Policies
- Open and close the building
- Clean and re-set the area used
- Remove all food, beverages and/or meeting materials
- Ensure that all event participants leave the building after the event
- Turn off all lights**
- Close all windows**
- Close, lock and secure all doors

Signed: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print)

Today's Date: \_\_\_\_\_

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