

St. Paul Lutheran Church

PO Box 196, Tannersville, PA 18372
Phone: 570-629-1992, Fax: 570-629-2038
www.stpaultannersvillepa.org

Building Use Request Form

(Complete and return to church office for use approval.)

Personal Information:

Today's Date: _____ Date(s) Requested: _____

Function: _____

Meeting from: _____ to _____ (must provide end time)

Group/Individual Requesting Use: _____

Person in Charge/Responsible: _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address: _____

Group/Individual Mailing Address: _____

Person making request is responsible for cleanup; if different, please list person's name on next line:

Person responsible for cleanup: _____

Home Phone _____ Work/Cell Phone _____ Email _____

Does your organization carry Liability Insurance? Yes ___ No ___

If yes, a copy of your Certificate of Insurance must be provided for our records prior to the rental day and time.

Areas Requested: (Circle area(s) needed)

Sanctuary	Narthex	Parlor
Spies Hall	Nursery	Classroom(s) 1, 2, 3 (upstairs)
Kitchen (Spies Hall)	Classroom(s) 4, 6, 8 (downstairs)	Classroom(s) 5&7 (downstairs)
Kitchen (Volunteer)	Classroom(s) A, B, (upstairs)	Other

****Should you or your organization need tables and chairs for rooms other than classrooms (i.e. Spies Hall or Narthex) set up and breakdown are the responsibility of the renter. A fee will be charged for any breakdown done by St. Paul Lutheran Church unless otherwise agreed upon and documented in this Building Use Request Form.****

Will you need to utilize the sound system? Yes _____ No _____ (Must be operated by representative of St. Paul Lutheran Church.)

The Terms and Conditions of using the facility are set forth in the Building Use Policy and Agreement form. Please read them carefully. Sign and return the Agreement together with the completed request form. A copy of both forms will be provided you. Renter's signature will indicate that Renter understands and will abide by the Terms and Conditions. Should a renter ignore these policies, the renter will be asked to leave and will not be permitted future use of the facility. Space reservations will not be completed until the Parish Administrator has received a signed copy of this agreement. You may drop off this agreement at the church, mail it in, fax or email to the address aforementioned.

For Office Use

Highlight areas of use on Policies and Guidelines, and attach this sheet to front of user's copy.

Member Use:

Donation Made: Yes ___ No ___ Amount Received _____

Non-Member Use:

Rental Fee Paid: Yes ___ No ___ Amount Received _____

Request Form, Policies & Guidelines given to:

Handed to: _____

Mailed to: _____

Faxed to: _____

Comments: _____

Date Contract Signed and Received by office: _____

Date entered on Master Calendar? _____

A/V Personnel Contacted: _____

Comments _____
