

GOOD SHEPHERD LUTHERAN CHURCH
SHEPHERD'S HALL USE REQUEST FOR
NON-CHURCH ACTIVITIES

Print this form out, fill it in, and bring it to the church office.

Name of Group:

Date of Event: _____ Day of Week _____

Time of event: _____ to _____ Number of People
Expected _____

Frequency of meetings: (e.g., One Time, weekly, monthly)

Type of Activity:

Person requesting Hall:

(print)

Address:

Telephone Number : _____ (Home) _____ (Work) _____

Cell phone: _____ E-
mail _____

Room(s) Requested: ___ Comm. Room ___ Sm. Classroom ___ Lrg
Classroom
___ Main Hall

SETUP INFORMATION::

Round tables needed ___ (8 chairs per table) #
Rectangular tables needed: _____

Other Equipment needed: _____ Use of Kitchen
Requested? ___(y/n)

Use of Audio/Visual equipment Requested: (y/n) _____

Type of Equipment needed:

Does your organization have liability insurance? Y___N___ If
'yes', please provide the name of insurer and policy
number: _____

Good Shepherd member to oversee activities:

Agreement to comply with the rules for use of the hall: (Copy of policy provided ____)

Signature of person requesting Hall _____

Date_____

Request approved by: _____ Date:_____

Amount Due: _____

Payment/deposit received:

_____ Date:_____

Final Balance of payment received:_____ Date: