**FACILITY REQUEST FORM**

**Congregational Member Activity**  OR **Non-Congregational Sponsored Activity**

Name of Group

Responsible Person

Address

Phone Evening or Cell

Area Requested:

 Activity Center/Kitchen **$100** \*\*

 Tech fee $30 / $10 per hour

 (only specially trained St. Luke

 personnel to run)

 School Library Room 104 **$50 \*\***

 Old School House **$50**

 Pastor’s Conference Room

 Sanctuary **$50**

 Bridal Room 207 **$25**

 Resource Room 206

 Chair Rental (metal only/40) **$25**

 Wooden table rental (4) **$25**

 Softball Field **$100**

 Outdoor Basketball Court

 Playground Equipment

 Soccer Field (donation)

 Picnic Shelter **$20**

 Wilhelm House **$25**

\_\_\_ Cleaning Fee **$100**

**\_\_\_** St. Luke Butler **-$75**

**\*\*Should a death occur in the congregation; you may have to relocate your event to another space.**

Date(s) for use

Time requested (include set-up/tear down) from to

Reason for use

Equipment Needed

Insurance Forms submitted: N/A Yes / No (attach copy)

I have read and agree to follow the guidelines established for use of the area(s) requested.

Date

 (signature of responsible person)

Rental Fee Paid $ Check # N/A or discount

Cleaning Fee Paid $ \_\_\_\_\_\_\_\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Returned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by

St. Luke Lutheran Church and School

330 Hannahstown Road

Cabot PA 16023

724 352-2777

email: stluke@stlukecabot.org

[www.stlukecabot.org](http://www.stlukecabot.org) 6-2016 forms