**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

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