

REQUEST FOR USE OF FACILITIES AT LUTHERAN CHURCH OF HOPE
1305 West 10th Ave, Broomfield, Colorado 80020 Phone-303-466-4823, Fax-303-466-1968

TODAYS DATE: _____ REQUESTED USE DAY & DATE: ___-___-___
Include list of dates if available

NAME OF ORGANIZATION REQUESTING FACILITIES: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE: _____

TYPE OF ORGANIZATION: (What are the goals, purpose, and outreach) _____

NON-PROFIT: _____ PROFIT: _____

WHAT PORTION OF BUILDING DESIRED:
(Fellowship Hall, Sunday School Room(s), Library, Kitchen, etc.)

HOUR(S), REQUESTED: NUMBER OF PEOPLE ATTENDING: _____

ONE TIME OR ON A REGULAR BASIS: _____

WHO RECOMMENDED THIS BUILDING? _____

WHY WOULD THIS FACILITY BE DESIRABLE FOR YOUR PURPOSE:

We agree to hold Lutheran Church of Hope harmless for any loss or injury which occurs when conducting business or social activities on the premises.

We also agree to keep the portion of the building we use clean and neat and to repair any damage that occurs from any activity we sponsor. We also agree to make sure all lights are turned off, thermostats are returned to previous settings, and the building is securely locked when we leave.

When there is a conflict because of church functions, the group using the facility understands that they may not be able to meet in the building or may have to use a different or smaller room. Lutheran Church of Hope groups always have priority.

PLEASE NOTE: NO tobacco or alcohol use is permitted on the premises. Also if your meeting will be held during regular business hours extra care must be given not to disturb those church members and employees still working.

Name of Organization

Date

Person authorized to sign for above organization

Telephone Number

APPROVED: _____
For Lutheran Church of Hope

Date