

**St. Paul Lutheran Church – ELCA (920) 725-3961
200 N. Commercial Street, Neenah, WI 54956**

Application for Building Use (Please Print)

Date of Application: _____ Name of Organization: _____

Contact Information:

Name of Contact Person: _____

Daytime Phone Number: _____ Evening Phone Number: _____

Mailing Address _____
Street Address City State Zip

Request Information:

Requested Date of Use: _____ Hours of Use: Start _____ End _____

Room(s) Needed: _____
Show on floor plan if applicable

Type of Event: _____ Anticipated Attendance: _____

Will you need the following? (Please indicate with a check mark)

_____ Tables _____ Chairs _____ Coffee Pot _____ Sound System

_____ Other (Please specify) _____

If setup is requested for tables and chairs and moving wall partitions, please request a site plan from the church staff and mark exact arrangements needed or attach a written description of the setup request. There may be an additional fee for special setup needs or sound system.

Applications are to be requested **two weeks in advance** of the scheduled date of use. All deposits, fees, or donations are to be paid before the date of use and after the application for building use has been approved by the church staff. Scheduling and authorization of all activities in the building will rest with the Senior Pastor or his/her delegate.

I certify that I have read the accompanying "Policy for Building Use," that I am a member of the group I represent, and that I will abide by the Policy.

Signature: _____ Title (if applicable): _____

For Office Use Only:

Approved by: _____

Call made to confirm or deny building use: Date: _____ Call made by: _____

Person responsible for opening: _____ Closing: _____

Cost to group requesting use of facility, including a \$50.00 refundable cleaning deposit: \$ _____

Payment received: Building Use Fee/Cleaning Deposit _____

Date Received _____

Room(s) reviewed after the event? _____ Reviewed by: _____

Condition of room(s): _____

Return cleaning deposit: _____ Yes _____ No

If no, please state the reasons why: _____
