

Date: _____

Last revised: 5/10/2016

Messiah Lutheran Church Event Usage Request Form

Facility Availability: Contact Kathy Mardis, Executive Secretary, phone 972-398-7500 with any questions. The request form is to be completed and submitted to the Executive Secretary in the Church office, or send electronically to kathy@messiahlutheran.com

Facility Emergency: Contact Don Johnson, Property Manager, Phone 469-939-9728

(Please submit a separate form for each event you request)

Name of Committee or Group: _____ Number of People: _____

Contact Person: _____ Telephone: _____

Type of Event: _____ Food/beverages? Yes No

Event Day/Date: _____

Time: _____ AM PM – _____ AM PM

Set-up: Day/Date: _____ (Set-up is the responsibility of group)

Time: _____ AM PM – _____ AM PM

(Please note that this is the time you need to SET UP for your event, NOT the event time)

Clean-up and out at _____ AM PM

Room/Area location circle one (any rooms you do not request are non-accessible)

Fellowship Hall (150 max) Conference Room (100 max) Gym (*Use gym usage form)

Reception Rm. (30 max) Sanctuary (1,000 max) Chapel (150 max)

Classroom (s) _____ If multiple, indicate locations * _____.

*For room numbers, consult the property map

(Lambs school classrooms on 1st floor are not available for outside group use)

Audio/Visual needs: If the Sanctuary, Chapel, or Gym is used, an additional fee for the Sound technician will be charged. Messiah Lutheran Church does **not** provide Audio/visual equipment for any of the Education building locations.

Person responsible for building access: _____ Telephone: _____

Person responsible for clean-up: _____ Telephone: _____

Additional information:

Signature _____

Approvals

Executive Secretary

Date

Director of Properties

Date