



# Grace Lutheran Church

Champaign, Illinois

*Grace Lutheran Church is a Christian community whose mission is to connect people to God, one another, and the world.*

## FACILITY USE REQUEST FORM

*Please return to the church office before the first Tuesday of the month for Council approval.  
All areas used must be returned to their original condition and furniture arrangements after all events.*

NAME OF GROUP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ POSITION IN GROUP: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home/Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

DATE(S) AND TIME(S) REQUESTED: \_\_\_\_\_

CHURCH FACILITY/ROOMS REQUESTED: \_\_\_\_\_

NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_

EQUIPMENT REQUESTED: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

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### OFFICE USE:

Date Request Received: \_\_\_\_\_ Fee: \_\_\_\_\_ Date: \_\_\_\_\_

Council Action Taken: \_\_\_\_\_ Date: \_\_\_\_\_

Key ID Number if Applicable: \_\_\_\_\_ Date Picked-up: \_\_\_\_\_ Picked-up By: \_\_\_\_\_

Date Returned: \_\_\_\_\_ Returned By: \_\_\_\_\_