

St. Luke Lutheran Church, Sheboygan Falls

Property Request Form

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Start Date: _____ End Date: _____

Pick-up Time: _____ Return Time: _____

Property borrowing:

Metal Tables: _____ Quantity: _____

Plastic Tables: _____ Quantity: _____

Chairs plastic: _____ Quantity: _____

Chairs metal: _____ Quantity: _____

NESCO: _____ Quantity: _____

Other: _____ Quantity: _____

Reason for borrowing property above: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Do you have a key to access the building? _____

If no, what time do doors need to be unlocked? _____

-I request the use of the church property for the express purpose indicated above and will utilize said property in a manner consistent with St. Luke Lutheran Church stated purposes and beliefs.

-I understand that all property privileges automatically terminate if I engage in any conduct or advocacy of conduct that stands in contradiction to St. Luke Lutheran Church stated beliefs, policies, and mission as set forth herein.

-I agree to report any damage to the property of St. Luke Lutheran Church and replace any property that is damaged or broke.

-Members who are in good standings with the church, verified by church Secretary, are permitted to borrow the property of St. Luke Lutheran Church.

-A deposit of \$50 will be put down with the application in the event there is damage to said property above. The deposit will be returned if all property returned is in good and working condition. If property is damaged or broken the deposit will not be refunded and if the damage is greater than the \$50 deposit the member who signed the contract will be billed the difference.

Applicant Signature/Date

Approval Signature /Title/Date

Office Use Only

Date Received in Office: _____ Date Added to Custodial Calendar: _____