

FACILITY USE REQUEST FORM

for

Epiphany Lutheran Church
268 Hill Road N., Pickerington, OH 43147
614-837-2826 Fax 837-7382
Email: Epiphany@Epiphany-Lutheran.com

(Please complete and return to Church Office)

1. Organization requesting use: _____

2. Date Requested: _____ (for multiple dates/times please use back too)

Event Time: _____ Arrival & Depart Times _____

3. Purpose of use: _____

4. Person(s) responsible (contact): _____

Phone (s): _____

Address: _____

Email address: _____

5. Anticipated attendance: _____

6. Areas requested for use:

___ Sanctuary

___ Gathering Space

___ H.M.O.C.

___ Nursery

___ Sunday School Room(s)

___ Kitchen *

*Kitchen Request form required

___ Piano

___ Organ

___ Other _____

Comments/Concerns: _____

We (I) understand the rules and regulations for appropriate/responsible use of Epiphany Lutheran Church facilities and understand that any group using the facilities is responsible for damages and for leaving facility as found. Receipt of key (if given) is acknowledged. _____ Please report any damages/concerns to the Church Office (fill out incident report if necessary).

Signed _____ Date _____

Use Approved by _____ Date _____

Use Rejected by _____ Date _____

Notified of Approval or Rejection by _____ Date _____

Comments: _____

Epiphany Representative to be on hand to open and/or close facility if needed:

_____ Phone: _____