Saint Paul's Evangelical Lutheran Church
19 West Pennsylvania Avenue
Walkersville, Maryland 21793
www. Saintpaulslutheranchurch.org
301-845-4600

FACILITY USE REQUEST FORM

Before requesting use, please verify with office administrator that date and times are available on church calendar

1. _____ **Date:** _____
   (Group or Individual requesting use)

2. **Address:** _____ **Phone:** _____

3. **Date(s) Requested:** _____ **If reoccurring: Start Date:** _____ **End Date:** _____

4. **Time of Day: Begin:** _____ **End Time:** _____

5. **Name of Event:** _____

6. **Please circle one: Parish Hall Sanctuary Fellowship Hall**

7. **Number of People Attending:** _____

All requests for use of church facilities must first pass through Council which meets on the Third Tuesday night of each month or through Executive Council Committee which meets on the First Tuesday of each month *before* final approval can be given.

Council use only:

APPROVED **DENIED**

DATE: _____ **BY:** _____