



Living Waters Lutheran Church

1911 4th Avenue North ■ Sauk Rapids, Mn 56379 ■ Phone 320-255-1135

BUILDING USE APPLICATION

Date of Application

Please read the Building Use Policies before filling out this application

Group/Applicant

Address

City

Zip

Contact Person

Member of Living Waters Lutheran?

Phone

Email Address

Date(s) of Event

Event Start Time

Event End Time

Name of Event

Area of Interest

Max occupancy noted. Annual renewal required

One time use Use regularly

Sanctuary (150)

Fellowship Hall (100)
(back of Sanctuary)

Life and Learning Center (180)

Meeting Rooms (50 or 25)

Fellowship Hall Kitchen

Life and Learning Center Kitchen

Other

I agree to pay for damage done by my group to the building and clean up expense

Signature: _____

Details About Your Group & Event

501(c)(3) Non-Profit Church Member Activity

Church Function Contributing Guest

Approximate number of people attending

1-20 21-50 51-100 101-150 151+

Most attendees will...

...arrive & stay in the building ...be coming & going

Your group has and will provide (attach to application)...

Certificate of Insurance "Safe Child" policy

Poster or decorating Table/Chair set-up

Your group will...

...serve food and beverages ...need a key for access

Your group would like to use the...

Portable Projection screen Coffee maker

I have read, understand, and agree to comply with all Building Use Regulations regarding the use of Living Waters Lutheran Church facilities, and I enter into this agreement in good faith.

Sign

Date

Mail signed application to the Church, "Attn: Building Use" or place in the Office mailbox at the Church

Church Officials Only		Certificate of Insurance <input type="checkbox"/>	Approval		Event Approval Yes <input type="checkbox"/>
Date Received _____	Office Review? <input type="checkbox"/>	Exp Date _____	Poster(s) Yes <input type="checkbox"/> No <input type="checkbox"/>	(Contact Applicant) No <input type="checkbox"/>	



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