

· Event / Building Usage Form ·

GRACE LUTHERAN CHURCH

1300 Kishwaukee Valley Road
Woodstock, IL 60098
815-338-0554
Fax: 338-0913

In order to serve the members and guests who use the facilities of Grace Lutheran Church in the best possible way, we ask that you complete and return this form to the Church Office at least fourteen (14) days before your event. Completing this form will also help ensure that this event will be listed on our church calendar. Thank you for your cooperation.

-Denise Klabunde, Administrative Secretary

-Ken Zank, Building Superintendent

Name of Event, Group or Organization: _____

Date(s) Requested: _____

Time Requested: From _____ to _____

Will Grace Lutheran's facilities be used? Yes _____ No _____

If so - desired room(s): _____

Number of people to attend event _____

Describe your function or activity: _____

Other facilities needed: _____

** Fees (when applicable): _____

Contact person (print or type): _____

Address: _____

Telephone: (Wk) _____ (Hm) _____

E-mail or FAX) _____

Date: _____

** Fees for the usage of the church facilities are to be paid seven (7) working days prior to the event. Each group that uses Grace Lutheran facilities is responsible to set up, clean-up and return the room(s) according to the chart posted on the wall. Grace Lutheran will be closed at 10:00 p.m. each evening.

** Groups requiring a fee for the use of Grace Lutheran's facilities must provide **Certificate of Insurance** from their personal insurance carrier naming Grace Lutheran Church as an additional insured prior to the planned event. You may obtain this certificate by calling the agency that has issued your homeowners and/or auto insurance and ask them to Fax, E-mail or mail a **Certificate of Insurance** to Grace Lutheran.

** By submitting this form I agree that our group / organization will comply with all IDPH requirements and guidelines in effect at the time of the event.

Again, we thank you for your cooperation.