

Nazareth Lutheran Church – Request for CHURCH FACILITIES

Please save this form to your computer, fill it out, and email to planningcenter@naz.org with "facility" in the subject line; or fax to 319-266-1040

DATE filling out form: _____ Organization/Event: _____ Date of Event: _____ <i>OR</i> Date of 1 st Session: _____ Date of last Session: _____	Total time needed (include set-up & clean-up) From: _____ a.m./p.m. To: _____ a.m./p.m. Events Begins: _____ a.m./p.m. Event Ends: _____ a.m./p.m. GROUP SIZE: _____
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PLEASE NOTE: ALL WEDDINGS AND/OR WEDDING RECEPTIONS WILL USE SEPARATE FORMS & WILL BE HANDLED INDEPENDENTLY.
 PLEASE CONTACT THE FOLLOWING PEOPLE FOR SCHEDULING WEDDINGS/RECEPTIONS:

Kaylene Hoskins for scheduling your wedding – kaylene.hoskins@naz.org or Barb Burbridge for scheduling a wedding reception – barb.burbridge@naz.org

This Event is (check one): Ministry Community School Personal

THERE IS NO CHARGE FOR NAZARETH MINISTRY-RELATED EVENTS

Are you a member of Nazareth Lutheran Church or church affiliated group? YES NO

Are children going to be in the building? YES NO – If yes, they MUST have adult supervision in a reserved room.

**Please Note: Even though you have reserved a specific room, your event may be moved to another room.

Rooms (Please use ONLY the rooms you have reserved).

Room #	Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Special Set-Up Instructions: _____

Family Life Center (for **ACTIVE NAZARETH members ONLY. Adult Member of Naz MUST be present at ALL practices**)

Entire Gym
 East Gym
 West Gym

No refunds will be issued for missed practices.

Nazareth Van Use (for **Staff ONLY** to use for **Ministry-Related events**)

Nazareth Passenger Van

(If approved, keys will be located in Inner Office with instruction form and your name on form).

YOUR GROUP MUST BE OUT OF THE GYM OR DESIGNATED ROOM ON TIME IN ORDER TO ACCOMMODATE OTHER FUNCTIONS.

FEES: (cost for facility includes set-up, tear-down, electricity, cleaning, garbage. Does not include sound/audio visual equipment)

Family Life Center Gym

Sporting Events - \$25 per time block
 Events (non-sporting) - \$200

Individual Room Usage

\$25 (up to 3 hours; \$15/hour thereafter)

Bethel Hall <input type="checkbox"/> \$250	Fellowship Hall <input type="checkbox"/> \$200	Worship Center <input type="checkbox"/> \$300
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Coffee Shop
\$50 (up to 3 hours; \$15/hour thereafter)

Food Services

Sandwich/Chips/Dessert
 Hot Meal
 Cold Salads and/or Soups

(The Food Ministry Director at Nazareth will contact you directly regarding costs/details if you are requesting food).

<input type="checkbox"/> Round Tables: # _____	<input type="checkbox"/> Screen
<input type="checkbox"/> Long Tables: # _____	<input type="checkbox"/> Whiteboard
<input type="checkbox"/> Chairs: # _____	<input type="checkbox"/> Video/Projector
<input type="checkbox"/> TV/Cart <input type="checkbox"/> Projector/Cart	<input type="checkbox"/> Basketball Hoops
<input type="checkbox"/> DVD <input type="checkbox"/> Blu Ray <input type="checkbox"/> VCR	<input type="checkbox"/> Music Stands: # _____
<input type="checkbox"/> Lighting System	<input type="checkbox"/> Other _____
<input type="checkbox"/> Computer/Projector	
<input type="checkbox"/> Sound System	<input type="checkbox"/> AV/Technical Support - \$82.00 (subject to additional fee if 14 day advance notice is not given)
<input type="checkbox"/> Podium	

Your Contact Information: (MUST BE COMPLETED)

Name: _____ Email Address: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Nazareth Lutheran Church Contact Person: _____

SIGNATURE (Required) – Must be 21 years or older: _____