

FACILITY USE REQUEST FORM
FIRST LUTHERAN CHURCH OF MANHATTAN BEACH
AND
CIRCLE OF LOVE PRESCHOOL



Please submit this form to the church office Request received on/by: _____

Individual/Group/Board/Company making request: _____

Repeat event/user (mark if applicable)

Church member in charge or n/a: _____

Contact information

o Name: _____

o Address: _____

o Phone: _____

o Email: _____

Activity/Event and Description: _____

▪ Estimated Number of Attendees: _____

Date(s) Requested: _____

Times: Set-Up: _____ Start: _____

End: _____ Departure: _____

Area(s) Requested: Classrooms Kitchen Fellowship Hall Patio Sanctuary
 Upper Lot All Parking Areas Lower Lot Playground

Equipment Needed:

The person/organization requesting the use of FLC/COL facilities hereby absolves the church, its pastors, leadership, members, and school staff of any liability for personal injury to any individual resulting from the use of the church facilities, and agrees to be responsible for any property damage arising out of the use of the facilities. (initial here) _____

The person/organization using the facility is responsible for the set-up and clean-up and shall return the facility to its normal condition after the event. (initial here) _____

Payments to First Lutheran Church via check may be dropped off at key pickup if applicable. (initial here) _____

Responsibilities after building use:

1. Collect all garbage, tie bags, and dispose in dumpster (located in upper parking lot).
2. Wipe off tables, sweep floors and mop as needed.
3. Return tables, chairs and other equipment to their original places.
4. Wash, dry, and put away all dishes and kitchen utensils. Clean counters and remove all extra food and beverages.
5. Make sure facility is locked.
6. Damage must be reported to the church office promptly.
7. Return keys as directed if applicable.

 Signature of Responsible Party Date

 Approved by Date Approved Via meeting/email

[Publish Date]