

Immanuel Lutheran Church Building Use Room Request Form

2 Michigan Street NE, Grand Rapids, MI 49503
Telephone: 616-454-3655 Fax: 616-454-3427
Email: office@immanuelgr.org Website: www.immanuelgr.org

The purpose of this form is to request a room for use at Immanuel. We will do our best to accommodate your request but may not be able to fulfill your request if there are other scheduled events that conflict or if this form is not turned in at least 2 weeks in advance of the event date. We reserve the right to deny any room request.

Please PRINT: I am a member non-member of Immanuel - Host: _____

Name: _____ Today's Date: _____

Committee/Group Name: _____

Purpose/Title of Event: _____ Date of Event: _____

Mailing Address: _____

Telephone Number: (____) _____ Email: _____

Is this a recurring event? yes no If yes, how often? Weekly Monthly Room Preferences (put in order – see map on page 2 for room details); Potential # of Attendees: _____

- 1.
- 2.
- 3.

(Please note: you and your group are responsible for all set up and clean up of the room(s) you are using.)

Set up time begins at _____ am/pm and you will stay until _____ am/pm to clean up.

Start Time of Event: _____ am/pm End Time of Event: _____ am/pm

Equipment Needed: *(Please note: non-members/private events furnish your own kitchen & food/drink supplies)*

- | | |
|--|--|
| <input type="checkbox"/> Tables – How many? _____ | <input type="checkbox"/> Chairs – How many? _____ |
| <input type="checkbox"/> Sanctuary Projector (\$35 operator fee) | <input type="checkbox"/> Portable Projector |
| <input type="checkbox"/> Sanctuary Sound System | <input type="checkbox"/> Sanctuary Microphones – How many? _____ |
| <input type="checkbox"/> Gathering Room Sound & Microphone | <input type="checkbox"/> Easel with Writing Pad |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Portable Screen |
| <input type="checkbox"/> TV/VCR/DVD Player | <input type="checkbox"/> Coffee Pots |
| <input type="checkbox"/> Organ (\$150 organist fee) | <input type="checkbox"/> Piano |

Do you have any other concerns or special needs? Explain _____

Please email office@immanuelgr.org with any announcements for the Sunday bulletins (due by Wednesday each week) or monthly newsletter (deadline is 2nd Friday of each month for the following month's newsletter).

(Please note: non-members/private events furnish your own kitchen & food/drink supplies).

For office use only: Date Received: _____ Approved Disapproved Requestor Contacted

cc: Pastor cc: Custodian Deposit Received _____ Building Fee Received _____ Deposit Returned _____