

Immanuel Lutheran Church Building Use Reservation Request

2 Michigan Street NE, Grand Rapids, MI 49503

Telephone: 616-454-3655 Fax: 616-454-3427

Email: office@immanuelgr.org

Website: www.immanuelgr.org

Name: _____ Date of Event: _____

Committee/Group Name: _____

Purpose/Title of Event: _____

Telephone Number: (____) _____ Email: _____

Planned # of Attendees: _____

Arrival Time: _____ am/pm Departure Time: _____ am/pm

Room Preferred: _____ Gathering Room _____ Learning Center _____ Parlors _____ Sanctuary

Will you be cooking in the kitchen? ___ Yes ___ No

Please list any set up instructions:

Equipment Needed: *(Please note: non-members/private events furnish your own food/drink paper products)*

Tables – How many? _____

Chairs – How many? _____

Projector

Sound System / Microphone

DVD Player/Laptop

Easel with Writing Pad

White Board/Markers

Coffee Pots/Water Pitchers

Organ (\$150 organist fee)

Piano

Building Use Fees

	<i>Member</i>	<i>Non-Member</i>
Security deposit (for any room)	\$200	\$400

*The deposit will be returned after the event as long as there are no damages to the building. In addition, any violation of the Building Use Agreement (ie drinking alcohol on premise without prior authorization from Lay Ministry Board) will result in the forfeiture of the security deposit.

	<i>Member</i>	<i>Non-Member</i>
Gathering Room	\$150	\$300
Gathering Room w/ Kitchen	\$200	\$400
Learning Center	\$100	\$200
Parlor/Youth Room	\$100	\$200

The above fees are for five hours (including set-up and clean-up time). Additional fees will be assessed for events lasting longer than five hours.

*The cost of each room includes custodial charge.