

Holy Nativity Lutheran Church

Facility Use Request

3900 Winnetka Avenue North
 New Hope, MN 55427
 Phone: 763-545-1647 - Fax: 763-545-8339
 www.holynativity.net

Please complete this request form and return it to the church office with any required deposit.
 This request may need approval by the church staff before the building space will be scheduled and reserved.

Date of Request/Application _____ Name of Group _____

Date(s) of Event _____ Start Time _____ Ending Time _____

Purpose of Event _____ Estimated Attendance _____

Contact Person _____ Contact FAX Number _____

Contact/Billing Address _____ E-Mail _____

Contact Phone Number _____ Holy Nativity Member? Y / N

Space(s) Desired:
Fellowship Hall _____
F. Hall Annex _____
Kitchen _____
Lounge _____
Worship Area _____
Conference Room _____
Other _____

Fee Schedule:		
<u>Number of attendees</u>	<u>4 Hrs. & Under</u>	<u>Over 4 Hrs.</u>
1—50	\$60.00	\$85.00
51+	\$90.00	\$150.00
<u>Please note: Parking for events is limited to approx. 15 spaces during the day Monday - Friday as the majority of our lot is now leased to a neighboring business.</u>		

Building Key Needed? Y / N (\$25.00 charge if not returned)

Will you be serving food/meals during your event? Y / N Coffee Maker(s) Needed? Y / N

Equipment Needed: DVD/Monitor ___ Podium ___ Microphone ___ Chalk/White Board ___

Groups using Holy Nativity space are expected to return the space to the condition in which it existed prior to use. If trash containers have been filled by your group, we ask that filled bags be removed from the building and placed in the outside dumpster. (Located in enclosure...southeast parking lot.)

If you have need for our staff to set up space, please check here _____ and provide description/visual of setup needed. Cost is \$50.00.

If we need to provide custodial services after your event there will be a \$75.00 custodial fee.

The person/organization requesting the use of church facilities hereby absolves the church, its pastors, leadership, members, or people 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 that results during the use of the facilities. Please report any damage to the church office promptly. Any costs associated with damages to property will be assessed to group.

Signature of Responsible Party _____ Date _____

Request received by _____ Approved by _____ Date _____