



Facility Request Form

15 West 14th Street Spencer, IA 51301-3536
Telephone 712.262.2327 Fax 712.262.1635
www.bethluthspencer.com

NAME OF ORGANIZATION SPONSORING EVENT (if applicable): _____

TYPE OF ACTIVITY: _____

NAME & PHONE OF CONTACT PERSON: _____

DATE(S) REQUESTED: _____

TIME(S): _____

ANTICIPATED ATTENDANCE: _____

LOCATION REQUESTED (if known): _____ Will you need kitchen facilities? yes no

SPECIAL EQUIPMENT OR NEEDS:

ITEM	QUANTITY			
chairs	_____	TV/VCR	<input type="checkbox"/> yes	<input type="checkbox"/> no
tables	_____	overhead	<input type="checkbox"/> yes	<input type="checkbox"/> no
other (please indicate): _____				

CHURCH PARLOR IS AVAILABLE FOR OUTSIDE FUNCTIONS AS FOLLOWS:

- 50 people maximum
- Fee is \$50 for private receptions (e.g. birthday, anniversary, graduations, etc.)
- Fee is waived for non-profit organizations (e.g. Scouts, LSI, etc.)
- Responsible for own set up and clean up

CHURCH DINING ROOM IS AVAILABLE FOR OUTSIDE FUNCTIONS AS FOLLOWS:

- Groups larger than 50 (seats up to 200)
- Fee is \$50 for private receptions (e.g. birthday, anniversary, graduations, etc.)
- Fee is waived for non-profit organizations (e.g. Scouts, LSS, etc.)
- Full kitchen facility available
- Responsible for own set up and clean up

Church functions (such as funerals) have priority for use of the facility. In this case, you may be asked to seek another meeting place. Bethany Lutheran Church is not responsible for accidents or lost items. People using the church shall be liable for breakage or damage to the church equipment. Please return this form as soon as possible so your request may be processed. Thank you.

I have read and fully agree to these terms.

SIGNATURE & DATE: _____

Confirmed Not confirmed **AUTHORIZED BY:** _____ **Date:** _____