

ALC Facilities Usage & Church Calendar Request

Date of Request _____ ☐ **Revised Request** (check only if original request has changed)

Event Name: _____ Ministry Dept: _____

Contact: _____ Phone: _____ Email: _____

Staff/Program Director for this Request: _____

Day(s) of Event: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Date(s) of Event (please list month and date): _____

Occurrence: ☐ One-time only ☐ Daily ☐ Weekly ☐ Monthly ☐ Other _____

Time: Start : _____ A.M./P.M. End : _____ A.M./P.M. Please have church/room available by: _____ A.M./P.M.

Entry Doors Open/Lock Times (* if outside office hours): Open : _____ A.M./P.M. Lock : _____ A.M./P.M.

Doors: ☐ Narthex ☐ Activity Center ☐ Fellowship Hall ☐ Preschool

Attendance: Anticipated Attendance: _____

AREA REQUESTED: ☐ Narthex ☐ Sanctuary ☐ Library ☐ Parlor ☐ Music ☐ A-7 (Downstairs) ☐ Nursery ☐ Prayer Room ☐ Columbarium
Fellowship Hall ☐ All ☐ F-1 ☐ F-2 ☐ F-3 ☐ Upstairs Kitchen
Activity Center ☐ All ☐ A-1 ☐ A-2 ☐ A-3 ☐ A-4 ☐ Downstairs Kitchen
Education Wing ☐ B-1 ☐ B-2 ☐ B-3 ☐ B-4 ☐ B-5 ☐ B-6 ☐ B-7
The Rock ☐ (Provided event does not conflict with a youth event) ☐ Offsite: location- _____

Room Arrangement/Set-Up (Please diagram specifics on separate sheet; subject to space and availability of resources)

<input type="checkbox"/> Theater (Rows of chairs, no tables)	Number of Rows: _____	Number of Chairs per Row: _____
<input type="checkbox"/> Classroom (Tables with chairs in rows)	Number of Rows: _____	Number of Chairs per Table: _____
<input type="checkbox"/> Banquet (Rounds—for upstairs use only)	Number of Tables: _____	Number of Chairs per Table: _____
<input type="checkbox"/> "U" Shape (Chairs: <input type="checkbox"/> inside <input type="checkbox"/> outside <input type="checkbox"/> both)	Number of Tables: _____	Number of Chairs per Table: _____
<input type="checkbox"/> Big Square (Chairs on the outside)	Number of Tables: _____	Number of Chairs per Table: _____
<input type="checkbox"/> Notes : _____		

TECH NEEDS:

Equipment : (Subject to availability of resources)

☐ Music Stand ☐ Podium ☐ Stool ☐ Projection Screen ☐ Other _____

Audio/Visual: (Subject to availability of resources)

☐ TV ☐ VCR ☐ DVD ☐ Laptop ☐ Projector (Type _____)

☐ PowerPoint — do you need technician?

Sound: (Subject to availability of resources and personnel)

☐ Microphone(s) Type _____ Number _____ ☐ Other _____

☐ Sound Tech (please describe need): _____

CHILD CARE: (Subject to availability of resources)

Child care requests will be verified with the Director of Children's Ministry prior to approval.

Time child care begins: _____ Time child care ends: _____ (usually 15 minutes prior to and following event)

Number of children attending in each age category: _____ 0-3 years _____ 4-6 years _____ 7+ years
_____ unknown but anticipate _____ children (provide number)

(If food is served with the event, food needs for children need to be discussed and finalized with the Director of Children's/Family Ministry).

FOOD SERVICES:

Are you using a caterer? ☐ Yes ☐ No Are you cooking in the kitchen? ☐ Yes ☐ No Are you using the kitchen only to store/serve food? ☐ Yes ☐ No

****VOLUNTEERS** are to be provided by the requesting group to assist with (setup , serving, and cleanup) as deemed necessary per event by the Director of Administration

Notes and special requests: _____

Groups using the kitchen are responsible for returning kitchen to original condition, including cleaning and the storing of equipment. INITIAL _____

NOTES:

Notification:

Personnel Who Need to Be Notified and Date: _____
(Date)

☐ Custodial ☐ Food Services Coordinator ☐ Child Care ☐ A/V Technician ☐ Preschool ☐ Minister of Music
☐ Sr. Pastor ☐ Dir. of Student Ministry ☐ Assoc. Pastor ☐ Dir. of Administration ☐ Pastor of Caring Ministries
☐ Dir. of Children's/Family Ministry ☐ Dir. of Contemporary Music
☐ Other

Building Use Policy

The primary use of the facilities of American Lutheran Church (ALC) is for members and programs that are administered by the membership.

Weddings and receptions are arranged through the Pastor and Wedding Coordinator. Funerals and receptions are arranged through one of the Pastors and Director of Administration.

Questions regarding ALC's facilities usage policy should be directed to the Director of Administration prior to an event being added to the church calendar.

Church Office Use Only:

Approval:

☐ Request Received: _____ ☐ Request Calendared: _____ ☐ Approved by Director of Administration (if required): _____
(Date) (Date) (Date)