

GLORIA DEI LUTHERAN CHURCH
4501 Main Street
Downers Grove, IL 60515
630-968-6231

FACILITY USE FORM

Date of Event: _____

Time (From/To) _____

Name of Organization: _____

Contact Person Responsible for the Event: Name/Phone # _____

Requested Rooms	<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Chapel	<input type="checkbox"/> Narthex	<input type="checkbox"/> Lounge
	<input type="checkbox"/> Gathering Area			
	<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Classroom	<input type="checkbox"/> Nursery

Set - Up Required	<input type="checkbox"/> # Tables	<input type="checkbox"/> # Chairs	<input type="checkbox"/> Screen	<input type="checkbox"/> Sound
	<input type="checkbox"/> Visual Equip.	<input type="checkbox"/> Podium		

Notes: _____

**INCLUDE A DRAWING ON THE REVERSE SIDE OF THIS FORM INCLUDING
 PLACEMENT OF TABLES, CHAIRS AND OTHER EQUIPMENT**

Office Use: (Do not complete)				
Approval Rec'd	<input type="checkbox"/>	Deposit (\$50) pd	_____	Custodian Fee
Drawing On Back	<input type="checkbox"/>	Room Use Fee:	_____	
Met With Custodian	<input type="checkbox"/>	Damage Fee:	_____	