Epiphany Lutheran Church 2013
MULTIPLE USE PROPERTY APPLICATION

Application Date_____

Organization Name_____ Organization phone_____

Applicant Name_____ Applicant Phone_____

2nd Contact Name_____ 2nd Contact Phone_____

Organization or applicant's address_____

Type of Event_____

Facilities Requested: _____ Worship Area _____ Fellowship Hall w/kitchen

_____ Friendship Center w/kitchen _____ FC Childcare Space

Use Frequency: ____Once Weekly ____Once Monthly ____Other (specify)_____

Day and Date of 1st event _____ Date of last event_____

Event Start time_____ Event Stop time_____

Approx. Number of participants _____ Approx. Number of Vehicles_____

Building Occupancy Limits: Worship Area = 190 theater seating Fellowship Hall = 77 table seating
Friendship Cntr. = 342 theater seating or 160 table seating

Facility Parking Limit: 34 vehicles maximum and only in designated parking spaces

Liability Insurance Co._____ Policy Number_____

USE DONATION Amount $_____(per use / per month) DEPOSIT Amount $_____

TOTAL PAID up front $_____ Date_____ Received by_____

KEY NUMB. LOANED:_____ Date Returned_____ Received By_____

(The deposit will be fully refundable if: there is no damage caused to the property; cleaning is completed per agreement; the key is returned promptly; no city and local ordinances were violated)
(Refund amount will be made available for pick-up within 30 days) (Refund can be mailed on request)
(Costs above and beyond the deposit, due to the organization's rental of this property will be billed to the organization and due within 30 days of billing. Late fees may apply.)
(Fines will apply for parking in illegal spaces, fire lanes and otherwise undesignated areas)

Applicant's Signature_____ Date_____

Church Approval Signature_____ Date_____

(See reverse side for comments, additional use limits, or explanation of denial)