

**COASTSIDE LUTHERAN CHURCH
FACILITY USE APPLICATION**

Coastside Lutheran Church (CLC) welcomes applications for use of our facilities for purposes consistent with the mission of the church. Your completed application will be reviewed by a representative of the church council.. If approved, your scheduled event will be confirmed by signing a Facility Use Agreement with CLC.

Date of request: _____

Applicant/Organization: _____

Room(s) Desired: _____

Date(s) Desired: _____

Times (include set up/clean up): _____

Purpose of use: _____

Suggested Donation (see page 2): _____

Cleaning Deposit (see page 2): _____

Key Requested (Yes or No): _____ Key Deposit: _____

If key is lost, applicant agrees that they will be charged for changing church locks.

If one time event, TOTAL AMOUNTS DUE BEFORE THE DATE OF EVENT: _____

Printed name of representative authorized to sign agreement	E-mail	Phone number
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Printed name of Health Safety Monitor (Required for all organizations for COVID-19 safety)	E-mail	Phone number
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Suggested Donation for Event

<i>Description</i>	<i>Amount</i>	<i>Date rcv'd</i>	<i>Date refunded</i>
Cleaning deposit	\$300		
Key deposit	\$100		
Sanctuary Use	\$100/hr		
West Wing	\$50/hr		
Kitchen Use	\$100/hr		
Total for Event			
Initial Deposit (half total)			
Remaining amount due by last business day prior to the event.			

Key Number	
Date Key Rcv'd	
Date Key Returned	

	Required	Date Received
Cert of Insurance		