

St. Paul's Lutheran Church

246 St. Paul's Church Road

Gilbert, SC 29054

I, \_\_\_\_\_ request use of the  
\_\_\_\_\_ of St. Paul's Lutheran Church

For the purpose of \_\_\_\_\_

\_\_\_\_\_  
(month/day/year)

\_\_\_\_\_  
(hours from-----hours to)

I fully understand that by signing this request, **I take full responsibility** to ensure that the facilities are put back in proper order (i.e. any chairs, tables, etc. that are rearranged or moved, trash is removed, the facilities are left clean, etc.) and that **ALL exit doors are secure** and **ALL lights are turned off**. In addition, if your event will involve decorating, please do so **not more than 24 hours in advance**.

I also understand that I have the option to obtain the services of the church custodians, at my expense, to do any cleaning that is necessary. (This should be arranged before the fact).

A refundable deposit of \$100, in the form of a check, shall be submitted to St. Paul's upon approval of use of the facilities. The check should be sent to the attention of the church secretary at the above address.

I agree that if any damage occurs, payment will be made to the church to rectify the matter.

\_\_\_\_\_  
Signature of the Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

This request has been approved by the Pastor/ Vice Chair:

YES

NO

\_\_\_\_\_  
Signature of Pastor or Vice Chair

\_\_\_\_\_  
Date