

Immanuel Lutheran Church
310 West Main Street, Mount Horeb, WI 535752

Building Use Request Form

Contact person _____

Address _____

Group you represent _____

Phone Numbers (daytime) _____ (evening) _____

Date request submitted _____

Specific room(s) requested _____

Specific equipment requested _____

Purpose of use (please explain fully) _____

Est. number of adult participants _____ Est. number of youth participants _____ Total _____

Date(s) requested _____

Times of use (please be specific) starting at _____ a.m. / p.m. ending at _____ a.m. / p.m.

Additional information _____

Please note: Requests by non-profit community users for single or a similar limited use of the church building will routinely be approved by the pastor or designee if the planned use follows the church mission. For large or unusual building use requests from these groups, the pastor or designee will bring this request to the church Council. Building use by for-profit groups will require usage fees which can be obtained from the church office. Kitchen use is limited and may require an Immanuel host to be present.

[Updated January 2009]