**Calvary Lutheran Church**

2580 West Ninth Avenue ▪ Oshkosh WI 54904

Phone: (920) 233-3800

adminassistant@calvaryoshkosh.org

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# FACILITIES USE FORM

Calvary Lutheran Church needs will have priority over private events. All private events will be approved by Calvary Lutheran Church.

The suggested donation amount for using facility: **$50 for members $100 for non-members**

Checks are to be made payable to**:** **Calvary Lutheran Church** to hold your date.

Items you will need to supply: You will be responsible for bringing in your own disposable plates, service ware, cups, napkins, etc.

You may utilize the refrigerator to right of the counter for cold items. Please wipe down all surfaces in the kitchen with the sanitizing supplies located on the counter before leaving. Clean up all trash and place into trash receptacles. Turn off all lights.

**Date of Event:** **Purpose of Event:**

**Time of Event:** Start \_\_\_\_\_\_\_ End \_\_\_\_\_\_\_

**Event Contact:**

 (Event Contact will accept responsibility for all damages)

**Address:**

**Phone**: **Email:**

**Rooms Requested**: \_\_\_\_ Fellowship Hall \_\_\_\_ Kitchen \_\_\_\_Gathering Place

 \_\_\_\_ Library \_\_\_\_ Pre-School Room \_\_\_\_Sanctuary

**Estimate Number of People Attending:**

Please indicate how you would like chairs and tables set-up?

Exit Kitchen

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**For office use only**

Info Sheet Returned: **\_\_\_\_\_\_\_\_\_\_\_** Dates on Calendar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donation: \_\_\_\_\_\_\_\_\_\_\_\_ Custodian Notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised 4/19/2023 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*