St. Matthew Lutheran Church and School
Facilities / Activity / Event Request Form

Submitted By:		Submitted Date:	
Sponsoring Group:			
Contact Name			
Contact Phone			
Contact Email			

Event / Activity Information

Event Name:			
Set Up Date:		Set Up Time:	
Event Date:		Event Start Time:	
Event End Time:		Expected Time to exit building?	

Location of Event

Sanctuary	Historic Chapel						Luther Hall & Kitchen					
Krueger Hall & Kitchen	Krueger Hall Bible Study Area						Gym					
Gym Kitchen	School						School Classrooms					
Youth Room	Library			Other:								
Outside Facility:												
Door Entrances / Exits:	1	2	3	4	5	6	7/7A	8	9	10	11	12	13
Parking:	East Side				West Side		North Side			South Side		

Set Up Needs

Set Up Diagram Attached:	Yes		No	
Tables:	8 Inch	6 inch	Round	
Total Number of Chairs Per Table:				
Special Needs:	Podium	Pastor	Custodian	Supervisor
	Organist	Secretary	Printing	Credit Card Machine
	Photographer	Electrical	Extra Garbage Cans	
Other:				

Media Needs:	Portable Sound System	Projector/Screen	Virtual Meeting "ZOOM"	Video Board
	Microphone	Live Streaming	Gym Stage Sound System	
Other:				

Other

Cost/Charge:			
Permits:	Yes		No
Permits Secured:	Yes		No
Certificate of Insurance:	Yes	Attached	No

Church Administrator

Request Received:				
Approval			Denial	
Added to Church Calendar:			Doors Programed:	
Copies Made For:	Custodian	Secretary	Pastoral	Media/Technology
	Youth Director	Music Team	Photographer	ECC Director
Deacons	Trustees	Parish Service	Finance/Stewardship	Christian Education