



Saron Lutheran Church
 311 Lake St. S
 Big Lake, MN 55309
 763.263.2209
 www.saron.org

Calendar & Facilities Usage Request

Note: Requests for use of Saron Lutheran Church facilities are reviewed each Tuesday. Please allow at least two weeks for this review. Helpful Hint: Early is always better. Church functions receive primary consideration. Complete all applicable information. You will be notified when your request is processed. Please contact the office manager with questions or concerns.

Event Name: _____ Event Day & Date: _____
 Requestor: _____ Daytime/Evening Phone: _____
 Email: _____ Entire Time Requested: _____ am/pm to _____ am/pm
 (Include setup & clean-up)

Ministry/Organization

Specify ministry after checking appropriate box.

- Preschool/Children _____
- Youth _____
- Adult _____
- Worship _____
- Missions _____
- Hospitality _____
- Council _____
- Administration _____
- Community _____

Occurrence

- One-time _____
- Daily _____
- Weekly _____
- Monthly _____
- Quarterly _____

Anticipated Attendance

Event Time

_____ am/pm. to _____ am/pm
 Have church/room open by _____

Area Requested

- Sanctuary
- Shepherd's Corner
- Conference Room
- Founder's Hall
- Luther Hall
- Choir Room
- Nursery
- Parking Lot
- Off Campus Event
- Table (s) in Narthex

Custodial Information: Room Arrangement

- Will use as is or do own setup
- Theater (Rows of chairs, no tables) Number of Rows: _____ Number of Chairs per Row: _____
- Classroom (Tables with chairs in rows) Number of Rows: _____ Number of Chairs per Table: _____
- "U" Shape (Chairs: inside outside both) Number of Tables: _____ Number of Chairs per Table: _____
- Big Square (Chairs on the outside) Number of Tables: _____ Number of Chairs per Table: _____
- Small Squares (Chairs surrounding tables) Number of Squares: _____ Number of Chairs per Square: _____
- Other (Please diagram specifics on back; subject to space and availability of resources)

Sound Resources

- Sanctuary Sound
- Portable Sound
- Microphones
- Other _____

Technical Resources

- Projector
- Screen
- Portable Sound
- DVD/VCR/TV

Childcare

Childcare is restricted to church functions only.
 Number of Children: _____
 Age Range: _____
 Activity/Event is responsible for making food arrangements for children.

Kitchen

Kitchen usage is restricted to church functions.

Use of Sign Trailer

Please fill out Sign Trailer request form and attach to this sheet.

Office Use Only: Please notify the Office Manager immediately of any problems in assisting the above event.

Date Request Received: _____

- Custodian Sound Childcare Other _____

Calendared by: _____ Office Manager

Notes/Comments

Office Use Only