

SHEPHERD OF THE HILLS LUTHERAN CHURCH
401 Grizzly Peak Blvd.
Berkeley, CA 94708
(510)524-8281

APPLICATION FOR SHORT-TERM BUILDING USE

(Please print)

Date of Application _____

Space requested

Sanctuary Fellowship Hall Kitchen Patio and Play Area

Storage (limited)

Organization Name _____

IRS Exemption or State Franchise Tax Board status* _____
(*required unless building use is for a wedding)

Type of Activity _____

Contact Person: _____

Address _____

Phone _____ e-mail address _____

Time Frame for Building Use:

Starting Date _____ Ending Date _____

Mon. from _____ to _____; Tues. from _____ to _____;

Wed. from _____ to _____; Thurs. from _____ to _____;

Fri. from _____ to _____; Saturday from _____ to _____

Sunday is not available for short-term use of the building.

Approximate number of persons expected per session:

Adults _____ Children _____

Equipment to be provided by Shepherd of the Hills.

Use of equipment listed below is free of charge, unless you need set up/ clean up assistance. Video and audio equipment is available for an additional fee.

[] Tables

[] Chairs

[] Coffee urn

[] Water pitchers

[] Vases

[] Dishwasher

[] Other _____

Equipment provided by Organization _____

Are any donations or tuition charges required from attendees? _____

Donation to church for facilities use _____

It must be understood that this is a request for use of facilities only. Approval has not been granted until you receive a signed **BUILDING USE AGREEMENT**.

You must agree to abide by any decisions made by Shepherd of the Hills Building Use Committee concerning your use of these facilities.

_____ Check here if you wish to receive information about other programs offered by Shepherd of the Hills Lutheran Church

Comments: _____

Date of Interview: _____