

## Mount Olive Lutheran Church Facilities Usage Request

### To Use the Facilities:

1. Receive approval from the church staff and have the event placed on the church master calendar. Requests will be evaluated according to the priorities of Mount Olive Lutheran Church.
2. **Sign the Facility Use Agreement & Waiver.**
3. Pay any necessary deposits and fees prior to the deadline.

Today's Date \_\_\_\_\_ Date of Event \_\_\_\_\_

Event \_\_\_\_\_

Person Making Request \_\_\_\_\_ Sponsoring Group \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Program Time \_\_\_\_\_ to \_\_\_\_\_ Total Occupancy \_\_\_\_\_

Setup Beginning at \_\_\_\_\_ Clean Up Ending at \_\_\_\_\_

Room(s) Requested \_\_\_\_\_

(ie. Sanctuary, Fellowship Hall, Blue Room)

**For our most recent rates, please review the Facilities Usage Rates Form to estimate expected costs**

Thank you for your request!

We will be reviewing your request as soon as we are able. You can expect a response on your request via email from [office@mtoliverpv.com](mailto:office@mtoliverpv.com)

*For any further questions about our Facilities Rental Agreement, please call 310-377-8541*