

# BUILDING USAGE REQUEST FORM

## TRINITY LUTHERAN CHURCH

414 E. Ridge Street, P.O. Box 306  
Ishpeming, MI 49849

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (Day) \_\_\_\_\_

I am requesting use of the Fellowship Hall for  
(date) \_\_\_\_\_

The purpose of the request: \_\_\_\_\_

\_\_\_\_\_

The times needed are  
from \_\_\_\_\_ until \_\_\_\_\_

Member \_\_\_\_\_

Non-member \_\_\_\_\_ (\$40.00 usage fee)

I understand and agree that I am responsible for cleaning up immediately following my event/activity and assume any responsibility for damage or breakage that may occur. I also agree to having **no alcohol** either inside the building or anywhere on the church property.

Signature of requestee: \_\_\_\_\_

Council action:      Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
                                 Denied: \_\_\_\_\_

Additional comments or concerns: