

**Saint Mark's Lutheran Church**  
**3216 W. Main Street**  
**Claremont, NC 28610**  
**828-459-2161**

**Request for Use for Non-Church Sponsored Function**  
**Family Life Center or Parish Hall**  
**Facility use must be approved by the church office.**  
**Larger functions must also be approved by the Fellowship Team.**

Date Requested: \_\_\_\_\_

Name of Group Requesting Use: \_\_\_\_\_

Group Representative: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email \_\_\_\_\_

Member of Saint Mark's Lutheran Church, Claremont?  Yes  No

Purpose of Function: \_\_\_\_\_

Activity(s) to be Conducted: \_\_\_\_\_

Second Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Room Requested:  Family Life Center  Parish Hall

Beginning Time (including set up): \_\_\_\_\_ Ending Time (including clean up): \_\_\_\_\_

Number of Attendees Expected: \_\_\_\_\_

*Fire Code Maximum for Family Life Center:*

*Fire Code Maximum for Parish Hall:*

Kitchen will be used for Meal Preparation:  Yes  No

Kitchen will be used for Refreshment Preparation:  Yes  No

I understand that Custodial and Janitorial services are not included and I am expected to leave the facility in the same condition I find it in or better:  Yes  No

Janitorial services are available for an additional fee. Required for Friday Night or Saturday use. Please arrange for the facility to be cleaned after my function:  Yes  No

Saint Mark's church programming has priority over any private function. All efforts will be made to accommodate private reservations, but in the case of a funeral or other unexpected need, alternative arrangements may be necessary.