



# Holy Nativity Lutheran Church

## **Facility Use Request**

3900 Winnetka Ave N  
 New Hope, MN 55427  
 Phone: 763-545-1647  
 Fax: 763-545-8339  
 www.holynativity.net

Please complete this request form and return it to the church office with any required deposit.  
 This request may need approval by the church staff before the building space will be scheduled and reserved.

Date of Request/Application \_\_\_\_\_ Name of Group \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Start Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Purpose of Event \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Contact Person \_\_\_\_\_ Contact FAX Number \_\_\_\_\_

Contact/Billing Address \_\_\_\_\_ Contact PHONE Number \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

E-Mail \_\_\_\_\_

<b>Spaces Desired</b>
Fellowship Hall _____
F. Hall Annex _____
Kitchen _____
Lounge _____
Worship Area _____
Conference Room _____
Other _____

<b>Fee Schedule:</b>		
Number of attendees	4 Hrs. & Under	Over 4 Hrs.
1-50	\$60.00	\$ 85.00
51+	\$90.00	\$150.00
<i><b>PLEASE NOTE: Parking space is limited to approx. 15 spaces from Monday- Friday, 7:00 am—4:30 pm. Please make prior arrangements for carpooling and/or other parking.</b></i>		

Building key needed? Y / N (\$25.00 charge if not returned)

Will you be serving food/meals during your event? Y / N      Coffee maker(s) needed? Y / N

Equipment Needed: DVD/Monitor \_\_\_\_\_ Podium \_\_\_\_\_ Microphone \_\_\_\_\_ Chalk/White Board \_\_\_\_\_

*Groups using Holy Nativity space are expected to return the space to the condition in which it existed prior to use. If trash containers have been filled by your group, we ask that filled bags be removed from the building and placed in the outside dumpster (located in fenced enclosure, southeast corner of parking lot).*

If you have need for our staff to set up space, please check here \_\_\_\_\_ and provide description/visual of set-up needed. Cost is \$50.00.

If we need to provide custodial services after your event, there will be a \$75.00 custodial fee.

Any costs associated with damages to property will be assessed to group.

**Request received by** \_\_\_\_\_ **Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_