



Building Use Request Form

The Lutheran Church of the Good Shepherd

1530 Foulk Road Wilmington, DE 19803

Phone: (302) 478-3030 E-mail Address: LCGSDE@gmail.com

Name of Team or Organization: _____

Event Organizer _____ Application Date _____

Address _____

Telephone Number _____ E-mail _____

Event Date _____ Event Time _____

_____ Indoor Event

_____ Outdoor event

Will this be a recurring meeting? _____ If so: Weekly _____ Monthly _____

Approximate Number of Persons Attending _____

Please describe your requested room configuration (attached diagram as desired)

Tables Needed (Y/N)? ___ Number of Long tables _____ Number of round tables _____

Any Set Up Needed on Prior day? ___ If yes, please explain _____

Equipment Needed (AV, use of kitchen, etc)? _____

Any Other Requests? _____

_____ I have received the Guidelines for Building Use

I agree to comply with the guidelines as presented. _____

OFFICE USE ONLY

Received: _____ Room(s) assigned _____ Cal: _____

Comments: _____