

LIVING WATERS LUTHERAN CHURCH

11 Old York Road - Ringoes, NJ 08551
Phone: 908-284-9455, Email: officeLWLC@yahoo.com

Date: _____

REQUEST FORM – LONG TERM USE OF CHURCH BUILDING

Group/Individual: _____

Contact Name: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Back-up Contact: _____ Cell Phone: _____

Description of Activity: _____

Area Requested: Meeting Room Kitchenette Sanctuary Narthex Outside
Items Needed: Tables Chairs Piano Keyboard Sound System**

Weekly or Monthly Day of Week: S M T W Th F S Time of Day: _____

Approximate Date of First Event: _____ Number of Participants: _____

Usage Guidelines:

- Group will provide church with Certificate of Insurance (if applicable).
- Changes made to table/chair arrangements must be returned to original set up.
- Items and areas utilized during rental must be cleaned after each use, i.e. dishes, floor.
- Smoking is prohibited in all areas of the church building. A receptacle is available outside the front entrance for cigarette butts.
- Exceptional needs (i.e. outdoor electricity, heavy items, rentals, additional parking, etc) must be approved prior to agreement.

Donation: \$_____ per _____ Agreement to be re-negotiated every 6-months
 Additional \$250 deposit** if sanctuary sound system used

Both parties hereto agree to the above guidelines in good faith on: _____

Group Rep: _____ Signature: _____

Mailing address for return deposit: _____

LWLC Contact Name: _____ Signature: _____

Contact Number: _____ Donation received/waived: _____

**Mail completed form and check payable to Living Waters Lutheran Church
11 Old York Road, Ringoes, NJ 08551**