



Request for Use of Church Facilities

Messiah Lutheran Church
5200 Mayfield Road
Lyndhurst, Ohio 44124
440-442-6941

Please complete form digitally and send via email to: messiahlutheranoffice@gmail.com

Date of Request Submission: _____ Name of Group: _____
Primary Contact Name: _____ Phone _____ Email _____

Reason for Use:

Date(s) of Use _____ Times of Use (including set-up & tear down): START: _____ END: _____

Set-up & tear down if on different day than event: DATE _____ START: _____ END: _____

Number of People Attending (approximate):

Arrangements Needed (please check all that apply):

_____ Use of Fellowship Hall
_____ Use of Kitchen
_____ Use of Rooms / please list _____
_____ Use of Inner Courtyard
_____ Tables Needed # _____ Chairs Needed # _____
_____ Other Items Needed: _____

POLICY NOTES:

1. Drugs, alcohol, tobacco and vaping are not permitted on church premises.
2. Where applicable, all Facility Use payments must be received after the facility request is approved by Church Leadership and at least 3 days before the event date. See reverse for Facility Use fee schedule.
3. Facility Use payments are made to: Messiah Lutheran Church. These should be directed to the Church Office per the address above. Checks are preferred.
4. Room dividers are easily damaged; please do not handle these unless absolutely necessary.
5. The Church does not provide set-up or tear-down services. The requestor will be responsible for all such activities (including use of tables and chairs).
6. Those reserving use of the kitchen are responsible for cleanup – including drying all items and storing appropriately. Please bring your own towels (as the church does not supply these).
7. Weddings and funerals have separate policies.
8. The Church Council reserves the right to make or approve exceptions to the protocols listed herein.

Signature of Requestor:

Signature of Messiah Rep:

Date Approved by Church Rep:

Church Event	No Facility Use Fee
Community Service Organization	No Facility Use Fee
Members (non-profit gathering)	No Facility Use Fee
Members (for-profit gathering)	\$100 Facility Use Fee
Non-members (non-profit gathering)	\$100 Facility Use Fee
Non-members (for-profit gathering)	\$150 Facility Use Fee

STAFF NOTES:

___ Rental Check Received

Notes re: Building Access:

General Event Notes:

Approved by Church Council 9/19/2006. Revised: 2/21/2012, 4/3/2019, 1/21/2020, 8/8/22, 8/31/22, 4/2/25