



Mount Olive Lutheran Church Facilities Usage Request

To Use the Facilities:

1. Receive approval from the church staff and have the event placed on the church master calendar. Requests will be evaluated according to the priorities of Mount Olive Lutheran Church.
2. **Sign the Facility Use Agreement & Waiver.**
3. Pay any necessary deposits and fees prior to the deadline.

Today's Date _____ Date of Event _____

Event _____

Person Making Request _____ Sponsoring Group _____

Phone Numbers _____

Email Address _____

Mailing Address _____

Program Time _____ to _____ Total Occupancy _____

Setup Beginning at _____ Clean Up Ending at _____

Room(s) Requested _____

(ie. Sanctuary, Fellowship Hall, Blue Room)

For our most recent rates, please review the Facilities Usage Rates Form to estimate expected costs

Thank you for your request!

We will be reviewing your request as soon as we are able. You can expect a response on your request via email from mtolive.ecarter@gmail.com

For any further questions about our Facilities Rental Agreement, please call 310-377-8541