



Queen Anne Lutheran Church  
 2400 8<sup>th</sup> Ave. West, Seattle, WA 98119  
 Telephone 206-284-1960, FAX 206-284-1134  
 Email this form to: [admin@queenannelutheran.org](mailto:admin@queenannelutheran.org)

Approved by Parish Admin  
 Approved at Staff Mtg.  
 DATE: \_\_\_\_\_

## Application for Use of Our Church Facilities

Applicant (group/committee) \_\_\_\_\_  
 Member of QALC? Yes \_\_\_ No \_\_\_  
 Function \_\_\_\_\_ Date of Event \_\_\_\_\_  
 Requester's Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Event Coordinator, if different \_\_\_\_\_ Phone \_\_\_\_\_  
 Event Coordinator's email address \_\_\_\_\_

### If a Non-Member Group: Non-Profit Status

Is your organization a non-profit organization? YES / NO If yes, will you be able to provide us with a copy your organization's IRS Letter of Determination for your non-profit status? \_\_\_\_\_

### Areas Requested for Use *(please check all areas requested)*

\_\_\_ Sanctuary      \_\_\_ Narthex      \_\_\_ Conference Room  
 \_\_\_ Chapel      \_\_\_ Narthex Kitchen      \_\_\_ Library  
    \_\_\_ Chapel Conference Room  
 \_\_\_ Fellowship Hall      \_\_\_ Fireside Room      \_\_\_ B-1  
 \_\_\_ F H Kitchen      \_\_\_ Fireside Room Kitchen      \_\_\_ B-2  
 \_\_\_ Nursery      \_\_\_ Sunday School Rooms      \_\_\_ Other

### Details of Event

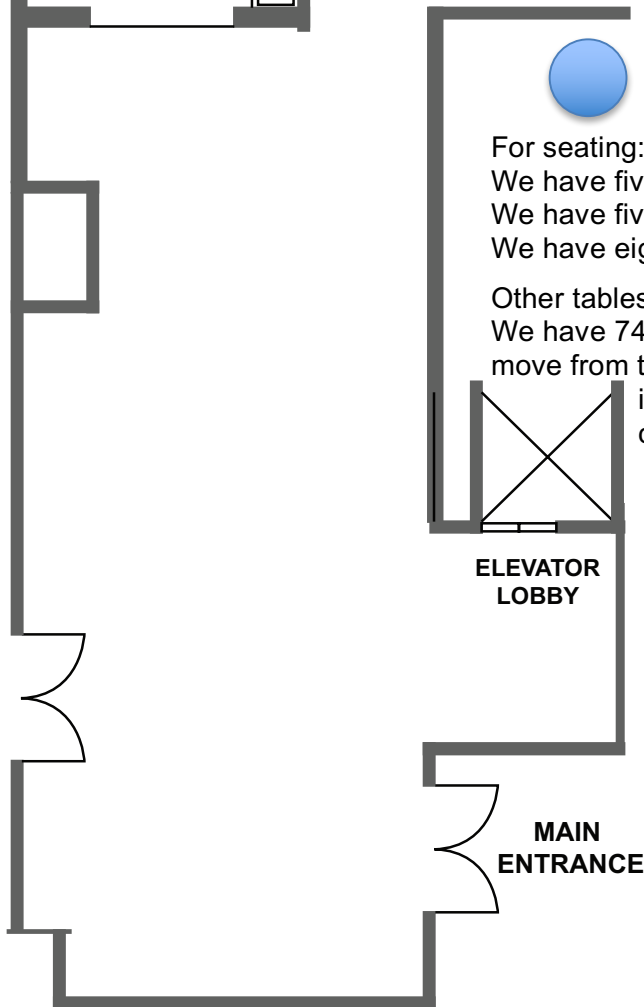
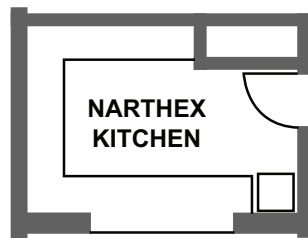
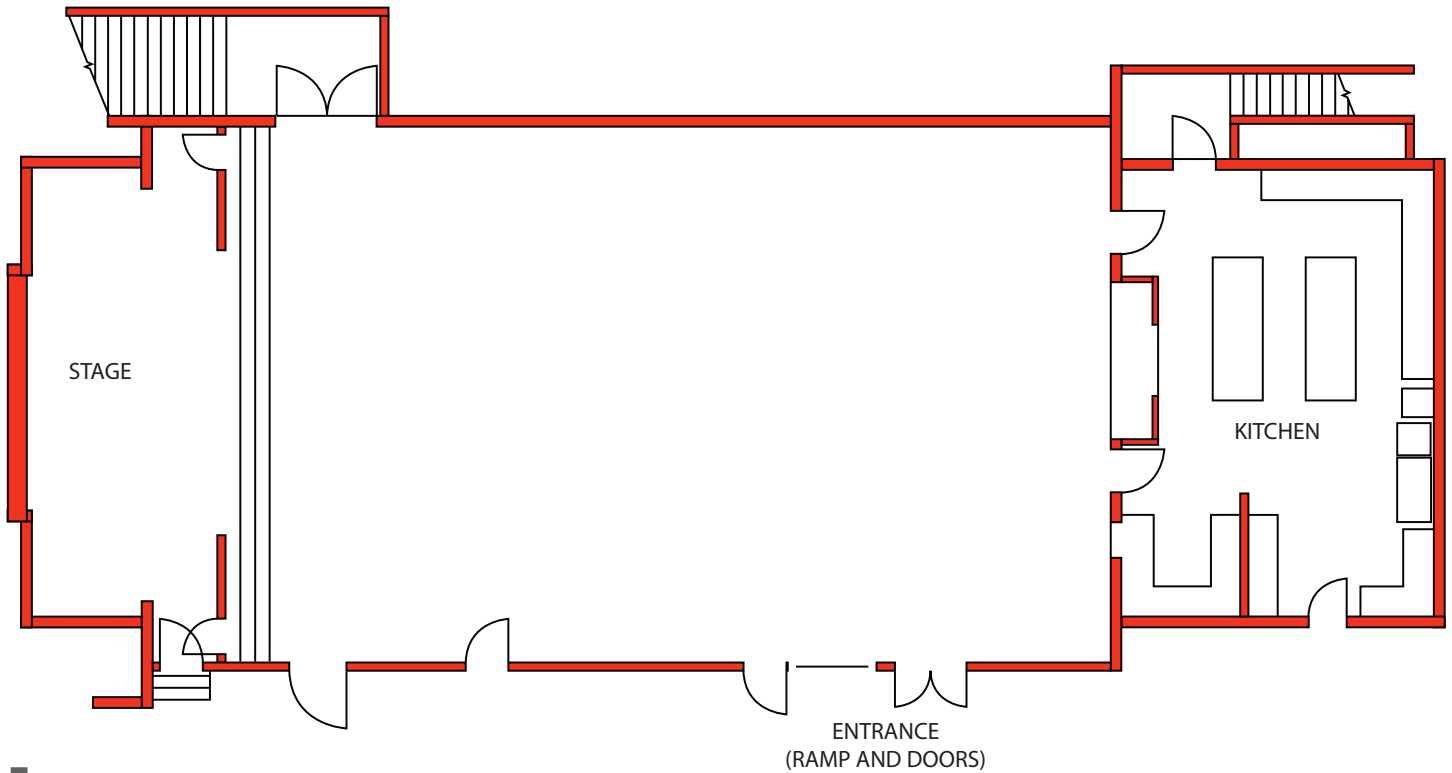
Event begins at \_\_\_\_\_ Event ends at \_\_\_\_\_ Number of hours \_\_\_\_\_  
 First access to the building needed at (time) \_\_\_\_\_ by (person) \_\_\_\_\_  
 Building will be fully vacated at \_\_\_\_\_  
 Number of persons expected to attend \_\_\_\_\_  
 Is the public invited? \_\_\_\_\_ Will admission be charged? \_\_\_\_\_  
 Will food be served? \_\_\_\_\_ *(If so, please do not leave any food in the kitchen.)*  
 If yes, will there be someone on site who has a Washington State Food Worker Permit?  
 Name of person \_\_\_\_\_ Phone \_\_\_\_\_ Permit number \_\_\_\_\_

### Custodial Support

Do you need set-up? \_\_\_\_\_ Take down? \_\_\_\_\_ Clean-up? \_\_\_\_\_  
 Further explanation of set up/take down/clean-up \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

*Please submit this application to the Parish Administrator via email or in person.*



ENTRANCE  
(RAMP AND DOORS)

NARTHEX  
KITCHEN

KITCHEN

For seating:

We have five 48" round tables. (seat 6)

We have five lightweight 6' tables, and two heavier ones. (seat 6-8)

We have eight lightweight 8' tables, and four very heavy ones. (seat 8-10)

Other tables include 3 card tables, and three smaller rounds. (24", 36", 42").

We have 74 padded chairs—30 are in the basement, and 32 more can move from the first floor to the Fellowship Hall downstairs, if advance notice is given and other uses allow it. We have 100 metal folding chairs on racks.

ELEVATOR  
LOBBY

MAIN  
ENTRANCE

## FELLOWSHIP HALL (TOP)

## NARTHEX (AT LEFT)

**Please sketch your set-up diagram on this sheet, or attach a diagram/notes to this form.**