



Queen Anne Lutheran Church
 2400 8th Ave. West, Seattle, WA 98119
 Telephone 206-284-1960, FAX 206-284-1134
 Email this form to: 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 Rm | ___ Matthew |
| ___ Chapel | ___ Narthex Kitchen | ___ Chapel Conference Rm | ___ Luke |
| ___ Fellowship Hall | ___ Fireside Room | ___ Library | ___ John |
| ___ F H Kitchen | ___ Fireside Room Kitchen | ___ B-1 | ___ B-2 |
| ___ Nursery | ___ Sunday School Rooms | ___ Luther Lounge | |

Details of Event

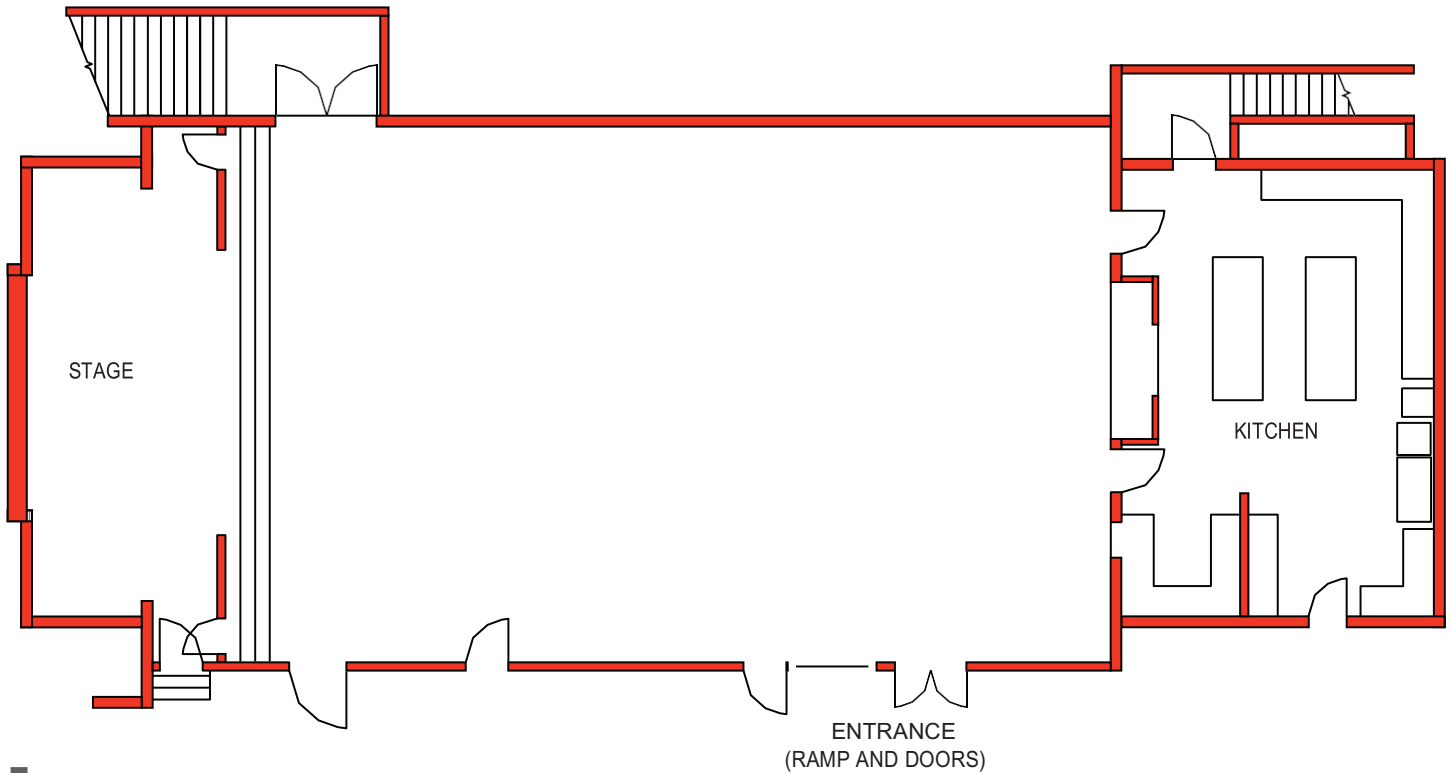
Event begins at _____ Event ends at _____ Number of hours _____
 First access to the building needed at (time) _____ by (person) _____
 Building will be fully vacated at _____
 Number of persons expected to attend _____
 Is the public invited? _____ Will admission be charged? _____
 Will food be served? _____ *(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

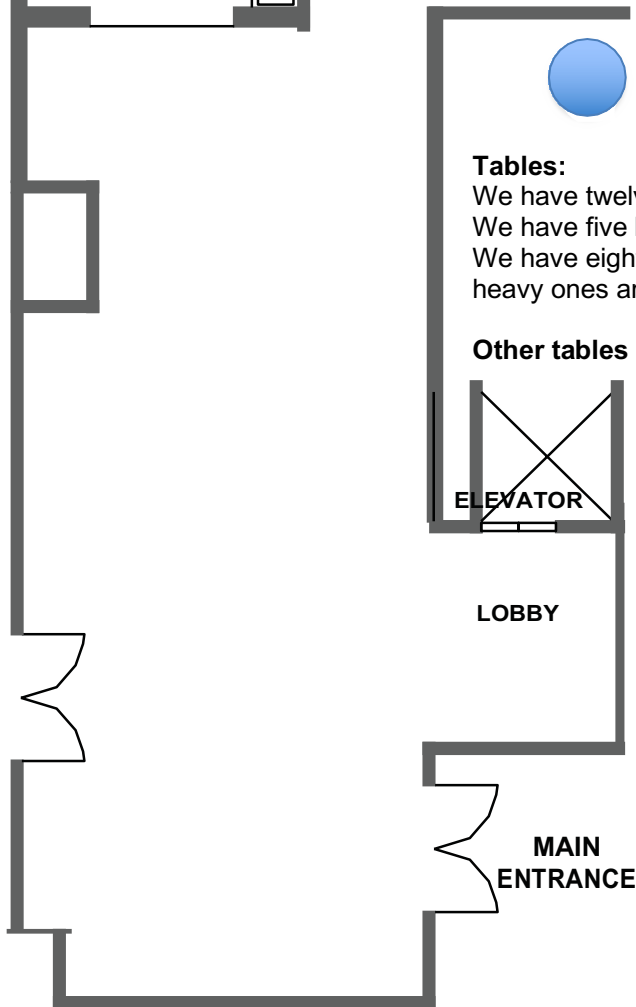
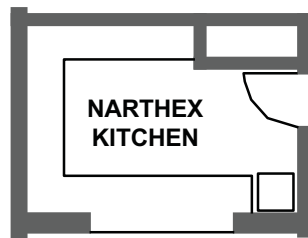
Do you need set-up? _____ Take down? _____ Clean-up? _____
By what day and time do you need the set-up ready for you? _____
 Please diagram your set-up on the reverse side.
 Further explanation of set up/take down/clean-up _____

Applicant's signature _____ Date _____

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



**FELLOWSHIP HALL (TOP)
NARTHEX (AT LEFT)**



Tables:

We have twelve 48" round tables. (seat 5-6)

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) The heavy ones are currently in the Fireside Room.

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

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

The table-shapes above are proportional to the room dimensions. Remember to leave some room for chairs and walking paths around them. Please sketch your set-up diagram on this sheet, or attach a diagram/ notes to this form.