

**USE OF
ZION LUTHERAN CHURCH FELLOWSHIP HALL**
1005 11th Ave. North, Humboldt, Iowa 50548
Office Telephone: 515-332-3279
Custodian Cliff Telephone: 515-890-7457
E-Mail: zion@goldfieldaccess.net or zioninhumboldt@gmail.com
Website: zioninhumboldt.org

REQUEST FORM

1. Sponsoring Organization or Board _____
2. Contact Person _____ Phone # _____
3. Date to be used _____ Time of event _____
4. Estimated number to attend event _____
5. Type of event
 Dinner
 Seminar or other program
 Shower - Wedding, Baby, etc.
 Confirmation Reception
 Graduation Reception
 Wedding Reception
6. How do you want tables and chairs set-up? Put a diagram on the back or a separate sheet.
When does set-up need to be completed by? _____
7. Number of tables requested
 - a. _____ # round
 - b. _____ # long
 - c. _____ # square card table
8. Other equipment needed
 80" T.V. with HDMI VGA Port & DVD Player
 Podium Microphone System
 Dry Board Other
9. Fee
 - a. Fellowship Hall Fee (See the form with fees) \$_____Payment should be made to Zion Lutheran Church.

Contact person is responsible for checks - but we will set-up tables or equipment.