USE OF
ZION LUTHERAN CHURCH FELLOWSHIP HALL

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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
   - _____ Dry Board
   - _____ Microphone System
   - _____ Tablecloths (for a fee)

9. Fee
   a. Fellowship Hall Fee (determined by Trustees) $_____
   Payment should be made to Zion Lutheran Church.

   b. There is a charge of $7.00 for the use of each of the large and round polyester tablecloths, and square card table cloths. Tablecloths should be left in the kitchen after use.
   Payment should be made to LWML.

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