

**FAITH LUTHERAN CHURCH  
Internal Facilities Request Form**

Date of Requested Use: \_\_\_\_\_ Area Requested: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Person or Group Requesting Use: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Please turn this form in to the Office Manager's mail box or fax to 303-688-4302.  
Requests will be honored in the order they are received.

**\*\* Facility use is not guaranteed until confirmed in writing or email by the Office Manager .**

*For Office Use Only*

Date Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Date: \_\_\_\_\_