

# ▪ Activity Form ▪

## GRACE LUTHERAN CHURCH

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In order to serve the members and guests of Grace Lutheran Church in the best possible way, we ask that you complete and return this form to the Church Office at least fourteen (14) days before your event for facility requests and days for publicity purposes. Completing this form will also help ensure that this activity will be listed in our church calendar, newsletters, and worship folders. Thank you for your cooperation!

–Denise Klabunde, Administrative Secretary

–Ken Zank, Building Superintendent

Name of Activity, Group or Organization: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time Requested: From \_\_\_\_\_ to \_\_\_\_\_

Will Grace Lutheran's facilities be used? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes - desired room(s): \_\_\_\_\_

If no – location of activity: \_\_\_\_\_

Number of people to attend event: \_\_\_\_\_

Describe your function or activity—if activity is to be included in newsletters/worship folders please include all applicable details (use back side if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other facilities or equipment needed: \_\_\_\_\_

\*\* Fees (when applicable, see below): \_\_\_\_\_

Contact person (print or type): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (Wk): \_\_\_\_\_ (Hm) \_\_\_\_\_

E-mail (or FAX): \_\_\_\_\_

Today's Date: \_\_\_\_\_

\*\* Fees for the usage of the church facilities are to be paid seven (7) working days prior to the event. Each group that uses Grace Lutheran facilities is responsible to set up, clean-up and return the room(s) according to the chart posted on the wall. Grace Lutheran will be closed at 10:00 p.m. each evening. Groups requiring a fee for the use of Grace Lutheran's facilities must provide **Certificate of Insurance** from their personal insurance carrier naming Grace Lutheran Church as an additional insured prior to the planned event. You may obtain this certificate by calling the agency that has issued your homeowners and/or auto insurance and ask them to Fax, E-mail or mail a **Certificate of Insurance** to Grace Lutheran. Groups requiring a fee for usage include Service of Marriage for those who are not members of Grace; receptions for Weddings, Baptisms, First Communion, Confirmation and related receptions; Bridal, baby and related showers and receptions; private dinners, events and celebrations; and community groups. For complete rental policies and usage fees see the "Rental and Usage Policies and Fees" document found at the Sign-Up Desk or at [www.gracewoodstock.org](http://www.gracewoodstock.org) in the "Resources/File Cabinet" menu.