



Shepherd of the Sea

Lutheran Church, ELCA

2637 South Highway 17 * Garden City, South Carolina 29576

Phone - 843-651-7377 Fax - 843-651-1363

Facility Use Request Form

Today's Date: _____ Event Date: _____ Time Start / End: _____

One Time Use: Yes _____ No _____ Recurrence Period: _____

Purpose / Event: _____

Estimated Attendance: _____

Requested Facility - Check ALL that will be used:

Sanctuary _____ Education Building _____ Fellowship Hall _____ Fellowship Hall Kitchen _____

Requesting Person's Name: _____

Requesting Group / Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone Numbers: AM _____ PM _____ Cell _____

E-mail Address: _____

REQUESTER PLEASE DO NOT WRITE BELOW THIS LINE

Property Committee Approval: _____ Date: _____

Requires Congregational Council Approval: Yes _____ No _____

Date Forwarded to Congregational Council: _____

Congregational Council Approval: _____ Date: _____

Certificate of Liability Insurance Required: Yes _____ No _____

Date Requester Notified: _____

PLEASE COMPLETE AND DROP OFF IN THE CHURCH OFFICE OR THE PROPERTY COMMITTEE MAILBOX.