



Shepherd of the Sea

Lutheran Church, ELCA

2637 South Highway 17 * Garden City, South Carolina 29576

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

PROPERTY REQUEST FORM

All requests for Property Committee related issues or items must be presented on this form. The following are some examples of what must be submitted in writing to be reviewed by the Property Committee:

- Repairs to buildings, equipment, etc.
- Painting
- Purchasing a piece of equipment (i.e. kitchen equipment, tables, shelving, etc.)
- Additions or revisions to church buildings, electrical, plumbing, HVAC, phone, etc.

DATE: _____

PERSON MAKING THE REQUEST: _____

PERSON'S CONTACT INFO:

- PHONE: DAY: _____ EVENING: _____
- E-MAIL: _____

REQUEST DESCRIPTION: _____

REASON FOR REQUEST: _____

DATE RECEIVED BY PROPERTY COMMITTEE: _____

DATE REVIEWED BY PROPERTY COMMITTEE: _____

PROPERTY COMMITTEE RECOMMENDATION: ___ APPROVE ___ REJECT

DATE SUBMITTED TO CONGREGATIONAL COUNCIL: _____

CONGREGATIONAL COUNCIL ACTION: ___ APPROVE ___ REJECT

REASON FOR APPROVAL / REJECTION: _____

DATE APPROVE / REJECT: _____

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