



Cornerstone Lutheran Church Event Application for Ministry / Fellowship

You must complete this application to reserve a room for your event and have that information logged on the CLC Master Calendar. Your application will be reviewed by CLC Staff and you will be notified as to whether or not your application has been approved. If your event includes food or drink, please discuss this with the appropriate staff member prior to your event.

Please fill out information below and put in Gayle Carlson's box in the Copy Center. If you have questions, contact him at 317.814.4256 x230 or gcarlson@cornerstonelutheran.church.

Name of Group/Event: _____

Location: (Circle One) Carmel Fishers Indy

Date Requested: _____ from _____ (am/pm) to _____ (am/pm)

Second Date Choice: _____ from _____ (am/pm) to _____ (am/pm)

If ongoing event specify start & stop dates: _____

Group/Ministry Team: _____ Contact Person: _____

Phone #: Home: _____ Work: _____ email: _____

Does your organization carry liability insurance? Yes No

Purpose: _____

Number of people expected: _____ Will children be present: Yes No

NOTE: CHILDREN MUST BE SUPERVISED BY AN ADULT AT ALL TIMES

AV Equipment or Other Needs: _____

▶ If AV equipment is not requested, you MAY NOT remove equipment from another room for your usage.

Room(s) Preference: _____

List of foods/beverages served: _____

▶ Please see Items 6-10 under facility use requirements on reverse side of form.

- Program leader(s) must be present at event
- Leader is responsible for set-up and take down or coordination with the event planner
- Leader is responsible for the care of audio-visual and other equipment used as well as addressing nursery/childcare needs

Publicity Planned: _____

Please Note: Displays in the narthex/lobby need to be coordinated through the CLC Office.

DATE RECEIVED: _____ APPROVED: YES NO Restrictions