



## GRACE LUTHERAN CHURCH

521 Providence Road  
Chesapeake, VA 23325  
(757) 420-4704

[www.gracelutheranchesapeake.org](http://www.gracelutheranchesapeake.org)

# One Time Building Use Request

Date of Request \_\_\_\_\_

Organization Name \_\_\_\_\_ Nonprofit? \_\_\_\_\_

Room/Space Requested \_\_\_\_\_

Date & Time \_\_\_\_\_ (include setup/cleanup time)

What will you be doing in the space? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Name(s) \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

By signing below, you agree to:

- Abide by GLC safety & building use policies
- Only use the building for approved activities
- Acknowledge that GLC might need to modify your building use permission at any time for various reasons at the Council's discretion
- Not make unauthorized copies of the building key and promise to return all copies upon cessation of building use permission period.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved by GLC Council on \_\_\_\_\_ at meeting/by email vote (circle one).

Grace Lutheran Church is a community of believers in Christ called to be servants to all people.