



GRACE LUTHERAN CHURCH

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

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 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 LCF Council on _____ at meeting/by email vote (circle one).