

# Lutheran Ministry In Christ Program & Calendar Event Request

Please submit all completed forms to the Director of Communications. Important information concerning this request can be found on the reverse side of this form. Please take time to read this information as it directly affects the processing of your request.

Event Date(s): \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Break Down Time: \_\_\_\_\_

Event/Activity: \_\_\_\_\_ Bulletin?  yes  no Newsletter?  yes  no

LMIC Program Event:  yes  no If Outside Group, name of sponsoring member: \_\_\_\_\_

## Area(s) requested:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Worship Center            | <input type="checkbox"/> Centrum            | <input type="checkbox"/> Kitchen       |
| <input type="checkbox"/> Classroom(s)** 1-13 _____ | <input type="checkbox"/> Adult Meeting Room | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Conference Room           | <input type="checkbox"/> Youth Lounge**     | <input type="checkbox"/> Offsite _____ |

\*\* Special permission required to use ECM classrooms and Youth Lounge (for non-Youth events)

**Please see the reverse side of this page for important information.**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_ Contact #: \_\_\_\_\_

## Office use only

- |   |            |                                       |                                       |
|---|------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Noted on Master Calendar | Copied to: | <input type="checkbox"/> Pastor Robb  | <input type="checkbox"/> Gail Skipper |
| <input type="checkbox"/> Key Issued to: _____     |            | <input type="checkbox"/> Other: _____ |                                       |

# Lutheran Ministry In Christ

## Program & Calendar Event Request—Special Information

***All groups, including Lutheran Ministry In Christ ministries and events must adhere to the following guidelines. Additional criteria may be used to determine eligibility for facility use.***

- This form is required for all events that take place on the grounds of Lutheran Ministry In Christ, including regularly scheduled meetings, programs, and recurring events.
- It is the responsibility of the person submitting this form to check the Master Calendar posted in the church office for potential scheduling conflicts; however, your request is subject to change due to pending Program & Calendar Event Requests not yet processed and/or confirmed.
- The LMIC Director of Communications will contact you if your request is not able to be accommodated and alternate dates and/or locations will be provided. Your date is confirmed once it has been posted on the Master Calendar in the church office; however, outside group events may still be subject to change.
- LMIC programs and events will take precedence over community or other groups wishing to use Lutheran Ministry In Christ's facilities.
- **Special guidelines apply to all non-LMIC programs and events.**
  - Community and other groups must be sponsored by a member of Lutheran Ministry in Christ who must agree to be responsible for the actions of the entire group and remain on the premises during the event.
  - Special permission from LMIC's Senior Staff and/or Congregation Council may be required.
  - A copy of the Lutheran Ministry In Christ Facility Use Guidelines for Community Groups must be signed and on file in the church office prior to the event.
  - Keys for special events held by community and other groups will be issued to the sponsoring member only and must be returned within 72 hours of the event.
- ***All groups using space at LMIC please note: All areas of the facility are to be cleaned and returned to their original configurations after use. Failure to do so may result in denial of future event requests.***