



LIVING STONE ALLIANCE CHURCH
OF THE CHRISTIAN AND MISSIONARY ALLIANCE
 3131 North Meade Street
 Appleton, WI 54911
 920-832-1310

ID#: 73-55-100

CHURCH FACILITIES RESERVATION FORM

(The usage of church facilities within this reservation is for church members only)

Legal & Hmong Name (Person in charge of the event): _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Phone Number: (____) _____ - _____ Contact Email: _____

Event Date(s): ____/____/____ Start time of event: _____ End time of event: _____

Invitation only All day (wedding only) AM: 6am-2pm **OR** PM: 3pm-9pm

Type/Description of Event: _____

Estimated number of attendees: _____ Serving Food/Beverage Yes No

FACILITIES/EQUIPMENT REQUESTED *(Please check all that apply)*

Kitchen Stove Gym Chapel/Sanctuary Backyard Sound System

Other (Please specify): _____

Please complete and return this form to the church's Administrative Assistant at least two weeks before the event. A donation of \$300 is appreciated for all-day events and \$100 for half-day events.

All church equipment, kitchen items, and furniture must be returned to where they belong. Please clean up after the event by taking the trash out and mopping the gym and kitchen floor if necessary.

For Saturday reservations, the kitchen can be used on Friday at any time. Regarding the gym, except for wedding reservations, setup is not allowed in the gym prior to 8:30 p.m. on Friday due to possible ministry use from 6:00 p.m. to 8:00 p.m.

Signature of Person in charge of the event

Date Signed

Signature of Living Stone Alliance Church Admin. Assistant

Date Signed