



Saint Luke African Methodist Episcopal Church

414 North 14th Street East St. Louis, IL 62201

Love God, Love People

Bishop John White, Presiding Prelate | Rev. Gary McCants, President Elder

Rev. Damon Mitchell, Senior Pastor

Facilities Use Request Form For St. Luke African Methodist Episcopal Church

Before any group or individual is contracted to use church facilities the following form must be completed, signed and approved by the Board of Trustees or their designee. Upon approval a Facilities Use Contract must be filled out and filed with the Church Secretary/Administrative Assistant.

Fee: \$150.00

Category: Waiver Member Non-Member Community Group (*Circle One*)

(Please Print)

Person making the request _____

Name of Organization if Applicable _____

Applicant Address _____ Phone _____

Fax _____ E-mail _____

Organization Address _____ Phone _____

Fax _____ E-mail _____

Person in Charge _____ Type of Activity _____

Date(s) needed _____ Time needed _____

Is this a reoccurring event (multiple weeks)? Yes _____ No _____

If so, this event is subject to be renewed under an annual contract. The contract will be reviewed annually, every August/September.

Number of People Expected to Attend _____ Number of Rooms Needed _____

Designation of Rooms _____ Kitchen to be used _____

Other Details _____

Applicants Signature _____ Date _____

Application Accepted by _____ Date _____

I have received a copy of the St. Luke African Methodist Episcopal Church Facilities Use Policy Y____ N____

Applicants Signature _____

Office Use Only

(Do not write below this line)

Date request submitted _____ Date request approved, denied _____

Signature of Determining Official _____

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