

**CONFIRMATION OF
DATE AND EVENT**

Once you have returned this request form, the Property Committee Chairman will review your request. We will confirm or deny your request in writing within two weeks of receipt of your request. Please understand, that you will need to have that confirmation before your event is officially on our calendar.

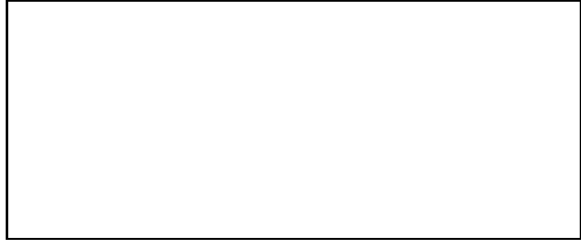
Signature of Property Chairman:

Date: _____

Pleasant View ELCA
801 West 73rd Street
Indianapolis, IN 46260
317-253-0872 phone
317-255-3513 fax
pvlc@pvlcelca.org

Pleasant View Lutheran Church

801 West 73rd Street
Indianapolis, IN 46260



**PLEASANT VIEW
LUTHERAN
CHURCH**

USE OF BUILDING PHILOSOPHY:

Pleasant View Lutheran Church's facilities are available for religious services, such as weddings and funerals, for events that celebrate members' milestones in their lives, such as birthdays, anniversaries, wedding showers, baby showers, etc., and for community service (not for profit) and outreach programs to be approved on a case-by-case basis. Potential users may obtain and complete an application (included in this brochure) from our Office Manager. The Church Property Committee chairperson will review the application. The Office Manager will communicate in writing the availability of Pleasant View's facilities to the applicant within two weeks of receiving the application. If approved, the applicant will receive the Building Use Guidelines.

**BUILDING USE
APPLICATION FORM**

Date of Event: _____

Time In: _____

Time Out: _____

What is the Nature of your Event:

Are you a:

Church Member

Church Affiliate

Other Please explain:

Are you a PVLC key holder?

yes

no*

*If no, please coordinate with the Office Manager to obtain access to the building.

Building Use Information

What part of the building will you be using:

Fellowship Hall

Large Classroom

Library

Sanctuary

Kitchen

Other _____

Policies for Events

Weddings:

If you are planning a wedding at PVLC, have you received the Wedding Policies and regulations ?

yes no

Alcohol:

If you are planning to serve alcohol at your event, have you received a copy of the guidelines and regulations?

Name of Organization: _____

Contact Person: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

The undersigned agrees to:

1. Use only the designated rooms and restrooms.
2. Leave room as clean as found.
3. Set up and take down any chairs and tables you need.

*Building Use Fees are to defray cost of utilities, etc.. Please make checks payable to Pleasant View Lutheran Church.