Living Christ Lutheran Church
Facility Use Contract

Please print

Name of Group/Individual _____

Address _____

Cell Phone # _____ Home Phone # _____

Email address _____

Event Date(s) _____Event Title _____

Event time (include time for set-up and clean up): Start Time _____ End Time _____

Number of Persons Attending: _____ Number of Adult Supervisors (if applicable): _____

Space(s) requested (check all that apply)

My signature below confirms that:

-- I have received and agree to be bound by the terms and conditions of the Facility Use Agreement; and also that the terms of this Facility Use Contract are correct.

Approved by _____ Date _____

Effective 07/2026

End of Event Checklist

Name of Group/Individual _____

Event Date(s) _____Event Title _____

To secure the property before departure, please take care to do the following:

___ Return the areas used to a reasonably clean condition;

___ Check bathrooms (water off, toilets not running, lights off, etc.);

___ Bring white board sign into building;

___ Take trash with you; bag supplied (we do not have a waste management contract);

___ Put church key and this form into the envelope provided and drop into our Drop Box (located outside of main entrance); and

___ Report any damage to the facility to the Building Use Coordinator (contact info below).

Thank you for your business. We would greatly appreciate receiving any comments or suggestions you may have regarding your experience using our facility.

COMMENTS:

Please – if things get broken or if you notice something that needs our attention, please let us know.
Thank you!

Building Use Coordinator:
Sally Cesario
262-527-8773 (text or phone)
lclcrental@gmail.com

Backup Contact:
Rev. Jessica Short
262-853-7912 (text or phone)
gottatri77@gmail.com

Effective 07/2026