



Date: \_\_\_\_\_

## Messiah Lutheran Church Event Usage Request Form

Facility Availability: Contact the Executive Secretary, at 972-398-7500. The request form is to be completed and submitted to the Executive Secretary in the Church office or sent electronically to email [messiah@messiahlutheran.com](mailto:messiah@messiahlutheran.com).

Facility Emergency: Contact Don Johnson, Property Supervisor. Leave a message at 469-939-9728.

(Please submit a separate form for each event you request)

Name of Person/Group Booking Event: \_\_\_\_\_

Contact Person (If different from above): \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Function: \_\_\_\_\_ Food/Beverages? Yes No

Date Required: \_\_\_\_\_ S M T W T F S

Month

Date

Year

Person responsible for building access: \_\_\_\_\_ Phone: \_\_\_\_\_

Person responsible for clean-up: \_\_\_\_\_ Phone: \_\_\_\_\_

(Set-up and clean-up times must be included)

Set-up Time (s): From \_\_\_\_\_ AM PM To \_\_\_\_\_ AM PM

Clean-up Time (s): From \_\_\_\_\_ AM PM To \_\_\_\_\_ AM PM

**Room/Area Locations: Circle Requests - (All rooms you do not request are non-accessible)**

Sanctuary (1,000 max)

Chapel (150 max)

Gym (See Gym Usage form)

Celebration Hall (min. 100 max. 518)

Serving Area

Dining Hall (max. 102)

Multi-Purpose room E114S/E116S (100 max)

Reception Room E110S (22 max)

Multi-Purpose room E215S/E217S/E219S (100 max)

Conference Room E110S/E112S (108 max)

Classroom (s) \_\_\_\_\_ If multiple, indicate locations\* \_\_\_\_\_

**\*For room numbers, consult property map\***

**Audio/Visual:** Staff Support required for A/V must be coordinated and paid for separately.

**Additional information:** \_\_\_\_\_

### Approvals

Executive Secretary

Date

Property Supervisor

Date

Messiah Lutheran Church \*1801 West Plano Parkway \*Plano, Texas \* 75075 \* Tel (972) 398-7500

☐ Additional instructions can be included on the back side of this form. See back page.

Revised 7/28/25