

# ST. MARK LUTHERAN CHURCH

100 Alderman Road  
Charlottesville, VA 22903  
Phone: (434) 293-3311

## Application for use of Church Facilities

Approved by Church Mission Council May 2023

We are happy to provide our church facilities for your group's use. Please provide the following information to the Church Office as applicable to facilitate review of your needs. The charge will be deposited into the church general fund that supports all our missions and property upkeep. Formal Church approval of your application in writing is required prior to usage. Thank you!

Name of Organization/Group \_\_\_\_\_

Are you a Non-Profit Organization \_\_\_\_\_ yes \_\_\_\_\_ no

Purpose of meeting \_\_\_\_\_

Day/Date(s) Requested \_\_\_\_\_ Beginning date \_\_\_\_\_

Arrival/Departure time \_\_\_\_\_

Number of Persons Attending \_\_\_\_\_ (approximate)

Room Desired: \_\_\_\_\_

### Room/Price

\_\_\_\_\_ Sanctuary - \$500.00

\_\_\_\_\_ Fellowship Hall - \$350.00

\_\_\_\_\_ Fellowship Hall w/use of kitchen - \$400.00

\_\_\_\_\_ Undercroft classroom(s) - \$50

\_\_\_\_\_ Library - \$50.00

\_\_\_\_\_ Nursery Room(s) - \$35.00

\_\_\_\_\_ Lobby/Narthex - \$100.00

Person Responsible \_\_\_\_\_

Address/phone number(s) & email \_\_\_\_\_

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### For Church Use Only:

Received Donation: \_\_\_\_\_

\*St. Mark Lutheran Church reserves the right to cancel your reservation on occasion, as the need arises, for example, funerals or other non-scheduled events