

FACILITIES USAGE AGREEMENT FORM

**Good Shepherd Lutheran Church
16420 S. Westland Drive
Gaithersburg, MD 20877**

301-869-1780
office@goserve.net

CONTACT INFORMATION

Name of Principal Contact Person (enter below)	
Address of Principal Contact Person (enter below)	
Phone and e.mail address of Principal Contact Person (enter below)	
Phone	
E.mail address	

FACILITIES USAGE INFORMATION

Purpose of Use (enter below)		
Name of Sponsoring Business or Organization, if applicable (enter below)		
Date(s) and Times of Use (enter below)		
Date(s)		
Time in and out	IN:	OUT:
Venue(s) and Services requested (to be completed by GSLC)		
Venue(s)		Fee: \$
Support Services		Fee: \$
Total Usage Fees Due 2 weeks prior to event		\$

FACILITIES USE AGREEMENT FORM - continued

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The undersigned applicant acknowledges receipt of GSLC's Facilities Usage Policies and Procedures document and has read and fully understands all guidelines, requirements, restrictions and other provisions set forth in the document.

The undersigned applicant accepts, agrees to and will, in all respects, fully and timely comply with GSLC Facilities Usage Policies and Procedures.

Date: _____ Applicant Signature: _____

Print Name: _____

Accepted by:

Date: _____ GSLC Representative Signature: _____

Print Name: _____

Title: _____

All fees received on: _____

Post-Event Notes: