



**Mount Cross Lutheran Church**  
 102 Camino Esplendido, Camarillo, CA 93010  
 www.mountcross.com (805)482-3847

**Request For Facility Use**

Name of group or organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Beginning time: \_\_\_\_\_ Ending time: \_\_\_\_\_

One time  Continuing

Describe the nature of the meeting/event and who will attend: \_\_\_\_\_

\_\_\_\_\_

Approximate number of participants: \_\_\_\_\_

**Space requested** (circle all that apply): Sanctuary    Parish Life Center  
                                          Luther Hall    Patio    Kitchen    Nursery

Equipment needed: Number of chairs: \_\_\_\_\_ Number of 6' tables: \_\_\_\_\_

Other (describe): \_\_\_\_\_ Donation for custodial service: \$ \_\_\_\_\_ Waived: \_\_\_\_\_

*Please note: We reserve the right to refuse the use of our facility for any purpose that is in conflict with our Christian faith and values.*

**Office Use Only**

Date Received:

Approved by staff

Date Entered on Master Calendar

Certificate of Insurance Received

Twelve Step Group:

Key Issued

## **Facility Use**

1. Preference for use of facilities will be given to activities of Mount Cross Lutheran Church.
2. Facility use will be on a first come, first served basis and evaluated on the basis of need.
3. We do not rent our facilities. We will, however, accept donations to be used toward the cost of the electricity, heat, maintenance and cleaning.
4. Certain activities may require proof of non-profit status and a certificate of insurance.
5. Those using the facilities are expected to return the rooms they use to the condition they were in when found.
6. Those using the facilities shall turn off all lights and heat and make sure all doors and windows are securely locked when departing.
7. No consumption of alcoholic beverages is allowed on church property.
8. Smoking is permitted on the patio only. All cigarette butts shall be disposed of properly.
9. All food items shall be removed and/or disposed of properly.