FAITH LUTHERAN CHURCH OF MCLEAN COUNTY
FACILITY USE REQUEST FORM
APPROVED: OCTOBER 20, 2026

Today's Date:	
Requester Name:	
Name of Organization/Group:	
Address of Organization/Group:	
Contact Email:	
Contact Phone Number:	
Date and time of Reservation:	
Purpose of Reservation:	
Area(s) of Facility Use:	

Who Can Use the Facility

We have established the following categories for facility utilization, and this list is in order of priority:

- Category 1: Congregational events scheduled by the church staff, Church Council, or congregation groups
- Category 2: Partner events (life groups, weddings, receptions, anniversaries, bridal/baby showers, funerals, etc.)
- Category 3: Events held by non-profit organizations whose objectives are deemed by Church Council to complement our mission and commitment
- Category 4: General use on a limited basis and as deemed appropriate by the Church Council

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws, and in various places on our website.

Facility Use Suggested Donations/Fees

While no fees are charged for the use of the facilities, a minimum $50 donation is suggested for categories 2 - 4.

In addition, all Category 4 events are subject to a $300 refundable security deposit, which will be returned to the user less any expenses incurred by FLC as a result of the event/use of the facility in excess of reasonable wear and tear. This security deposit is not considered a fee for usage, but is provided in consideration for FLC allowing use of its facilities.

FOR OFFICE USE ONLY	
Date Received:	Received By:
Church Partner:	Date Approved:
Reviewed Facility Use Policy:	
Facility Agreement Signed:	
Donations/Fees Collected:	