

Read this page, "**GUIDELINES FOR USE**". Continue to page 2 for Request Form. **Allow up to one month for**

ST. LUKE'S EPISCOPAL CHURCH
7TH & LINCOLN
WAMEGO KS 66547

785 456-9310
www.stlukeswamego.org
stlwam@wamego.net

FACILITY USE REQUEST, PAGE 1

GUIDELINES FOR USE

St. Luke's is a smoke-free environment. Your cooperation and support is expected.

Use of the kitchen and its equipment is subject to the approval and direction of St. Luke's Guild. Consult Guild Officer.

The tables and/or floors are to be litter free with litter placed in the kitchen trash containers.

Check the restrooms to insure the toilets have been flushed and are not running and the floor is litter free.

When preparing to leave: ADJUST THE THERMOSTATS used:

--If heating is used turn down to 50 degrees

--If AC is used, set at 85 degrees and AC off

TURN OFF ALL LIGHTS

CLOSE AND LOCK ALL EXTERIOR DOORS

There is no charge to use Guild Hall for non-revenue producing activities, however donations to help cover the costs of utilities is appreciated.

We at St. Luke's, welcome the opportunity to share the facilities. We appreciate your support in their care and maintenance. If you are aware of any facility need, please contact an officer of St. Luke's immediately.

St. Luke's Vestry

St. Luke's Guild

ST. LUKE'S EPISCOPAL CHURCH

7TH & LINCOLN
WAMEGO KS 66547

Print, complete and **sign** this form. **Mail to: St. Luke's Episcopal Church, P.O. Box 109, Wamego KS 66547.**

Allow up to month for approval.

FACILITY USE REQUEST, PAGE 2

Today's date _____

Organization making request _____

Contact Person Responsible _____

2nd Contact Person _____

Facilities to be used _____

Date(s) _____

Time(s) _____

Purpose _____

I have read and accept the 'GUIDELINES FOR USE' of the St. Luke's facilities

Applicant _____ Mailing address _____

(signature) _____

Phone no. _____

APPROVAL DATE _____

St. Luke's Officer _____

Comments: