

University Lutheran Church of Hope

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Minneapolis, Mn 55414-1437
(612) 331-5988
Fax (612) 623-0693
www.ulch.org

Facilities Use Request Form

Date of Request _____

Name of requestor _____

Contact Phone _____, e-mail _____

Name of group _____

Date Needed _____

Time Needed _____ until _____

Name of Event _____

Preferred Room, if any _____

Number of people expected _____

- Setup - Tables, chairs around
 Seminar style, chairs facing podium
 Classroom style, chairs facing podium

- Special Equipment - Projection Screen
 Projector Table
 Microphone
 Extension cord(s)

- Do you need kitchen facilities? Yes; No.
If Yes, will you Make Coffee?
 Use and wash our dishes?
 Provide disposable dishes?

Complete this form and return it to the address above.