

St. John's Lutheran Church (SJLC)

500 Third St West, Northfield, MN 55057
Phone: 507-645-4429 Fax: 507-645-9633

BUILDING USE AGREEMENT / RESERVATION FORM

Today's Date: _____ Date of Event(s): _____

One Time Event: _____ Recurring Event: _____

Time of Actual Event: _____ Prep Time: _____

Group/Organization Name: _____

Contact Person: _____ Member(s) of SJLC: _____

Contact's Phone #: _____ Email: _____

Contact Address: _____ City/State/Zip _____

Group/Organization: _____ Not for Profit _____ For Profit

Room(s) needed: _____

Will the Kitchen be used? _____ If so, will the dishwasher be used? _____

Describe Event or Activity: _____

Media Request: *Complete Reverse Side*

Contact present during event: _____ Phone #: _____

How many participants will attend: Adults _____ Children _____

I have read the Building Use Agreement and Building Use Policies and our group agrees to all terms and conditions in said Agreement and Policies.

Authorized User Signature: _____ Date _____

Printed Name: _____

Approved Date(s): _____ Approved Room(s): _____

Fee Paid: _____

SJLC Representative: _____ Date: _____

Media Request Form † St. John's Lutheran Church

Contact Person: _____

Phone Number: _____ Email: _____

Date: _____ Day of Week: _____ Time: _____

Items Available Upon Request:

- Video Projection for a:
 - Movie - Videotape or DVD source with sound
 - Computer Source - PowerPoint or slideshow
 - Computer Source with music or sound playback
- Screen
- Notebook Computer for Playback of DVD's, CD Sound, PowerPoint
- Video Playback of :
 - S-VHS
 - Standard VHS
- Carousel Type Slide Projector(s)
- Sound Reinforcement with:
 - ONE wired microphone at the Lectern
 - ONE wireless microphone at the Lectern
 - Microphones on short stands for use at a table _____
 - ONE _____ or TWO _____ wireless microphones
- Sound Playback from:
 - Own playback unit (music CD, WP3, etc)
 - CD source for music (music CD, WP3, etc)
- Recording Desired:
 - Audio recording (one week lead time)
 - Video recording (one week lead time)
- Slide Projector(s) – 35MM:
 - One projector
 - Two projectors
- Internet Access
- Video Recording Operator (Special Request)
- Notes: _____
