

Resurrection Evangelical Lutheran Church
6201 N. Washington Blvd.
Arlington, VA 22205
Phone: 703-532-5991, FAX: 703-532-6950

USE OF SPACE AGREEMENT

Welcome to Resurrection Evangelical Lutheran Church. As a user of our facility you are required to follow our guidelines and treat our building with care. Use only the rooms assigned and if/when your needs change, fill out a new request form, leave it in the office and we will try to accommodate you. Church activities will always have priority, but an effort will be made to offer other accommodations. **Parking is limited around the church building, be sure that you are legally parked and not blocking any driveways.**

The facilities of Resurrection Evangelical Lutheran Church serve the mission of the congregation, which includes outreach to our community and serving the community. Activities of the church are always accorded first priority to the use of the facilities, but **as part of our outreach to the community, we permit the use of the facilities of the church on an as-available basis for activities beneficial to the community, and preferably for non-profit groups.** Individuals and groups using our facilities must be in compliance with any laws and regulations that apply to them or to the services or activities they offer and are responsible for obtaining any necessary licenses, use permits and the payment of any taxes or similar fees. **Ongoing use of space agreements will be subject to periodic review.**

Today's date: _____ Date of use: _____ Time in: _____ Time out: _____

One time use _____ or continuing use _____ Size of group: _____

Room/space requested: _____

Name of organization and purpose of meeting: _____

Person responsible: _____ Home phone: _____

Office Phone and/or fax: _____

E-mail address: _____

Mailing address: _____

Complete this application and return it to the church office.

Signed: _____ Applicant

Date received: _____ Action: _____

Signed: _____ Resurrection Evangelical Lutheran Church