

**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. Please follow our guidelines and treat our building with care. For use of the Sanctuary, none of the furniture in the chancel may be moved. Use only the rooms assigned and if/when your needs change, please fill out a new request form. Church activities 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 our facilities 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