



Christ the Redeemer Lutheran Church

9201 Brecksville Road
Brecksville, Ohio 44141
Phone: 440.526.2303
office@crlcbrecksville.org

BUILDING USAGE REQUEST

Prior to completing this form, please call the CRLC office at 440-526-2303 to verify your requested date & time is available.

Requested Date _____

Requested Time _____

Frequency of Use One time

Multiple Use *explain on reverse side*

Requested Room Fellowship Hall
 Kitchen
 Sanctuary
 Gathering Space

Chapelview Room
 Vestry
 Classroom _____
 Other _____

in attendance _____

Room set-up Standard
 Special *explain on reverse side*
 Candelabras (*sanctuary only*)

Organization Name _____

- For Profit
- Non-profit

Please explain purpose of organization:

Contact Person _____ Position _____

Address _____

Phone _____ E mail _____

Total Fee Due _____ Paid / Date _____/_____

*All fees must be paid in full at time of request. Contact Person is responsible for any damage and repair fees.
CRLC members making a request must be present for the event.
Arrangements to get into the building must be made with the office manager one week prior to the event*

I have read the Building Usage Guidelines and will adhere to them.

Signature _____ Date _____

Return this form to the CRLC office, attention Secretary.

For office use only: Approval Date _____ Approved by _____