



Christ The Redeemer Lutheran Church

9201 Brecksville Road
Brecksville, Ohio 44141
Phone(440)526-2303
Fax(440)526-2403

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 Chapelview Room
 Kitchen Vestry
 Sanctuary Classroom _____
 Gathering Space 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.

below for office use only

Approval Date _____ Approved by _____