



Good Shepherd Presbyterian Church

8300 East Pointe Road, Lincoln, NE 68506

402 / 484-8844 • FAX 402 / 484-7462

Email - goodshep@windstream.net

Building Reservation Form

Date _____

Name of group/individual **sponsoring** reservation request _____

Briefly state your group's purpose and goals _____

Date or dates and times of activity/event _____

Contact Person _____ Work Phone # _____

Email _____ Home Phone # _____

Rooms to be reserved (check as many as apply)

_____ Sanctuary/Multi-Purpose Room

How many will be in your group? _____ Will you need tables? _____ Yes _____ No

_____ Class Rm. # _____ Kitchen _____ Nursery (Adult supervision required)

_____ Parlor/Library

How many will be in your group? _____ Will you need tables? _____ Yes _____ No

If you are making a reservation for an event/activity at Good Shepherd that will be scheduled for an ongoing period of time (i.e., weekly or monthly meetings, quarterly gatherings, etc.), please specify.

Special equipment or setup needs (please specify) _____

Clean-up plan _____

I, the undersigned representative of the group or activity reserving the facility of Good Shepherd Presbyterian Church, understand the guidelines, expectations, and restrictions outlined in the building reservation and usage policies of the church. I will be responsible for communicating these policies to my group and ensuring that they are followed. If parties associated with the group making this reservation are found to be in violation of these policies, I understand that rental fees will be non-refundable and my group may not be allowed to utilize the facilities of Good Shepherd Presbyterian Church in the future.

Signed

Date

Approved

Building & Grounds Chair

Date