



413 E. Madison Street, Waterloo, WI 53594

Phone: 920-478-2707

Website: stjohnwaterloo.com

Email: office@stjohnwaterloo.org

Please return the following items to the address listed above prior to the church council meeting.
(The church council meets on the second Tuesday of each month.)

- 1) Completed, signed, and dated request form located below.
- 2) A check made payable to **St. John Church** for both the security deposit and rental fee.

CAFETERIA AND FELLOWSHIP HALL REQUEST FORM

- ◆ Facility renting: Cafeteria _____ Fellowship Hall _____
- ◆ Purpose of rental: _____
(Baptism, baby or bridal shower, birthday, confirmation, graduation, wedding, etc.)
- ◆ Date of rental: _____ Number of people attending: _____
- ◆ Period of rental: Start time: _____ End time: _____
- ◆ Name, address, phone, and email of individual/group renting facility (please print clearly):

I hereby have read and agree to the terms and fees of the *Cafeteria and Fellowship Hall Usage Policy*.

_____ (signature) _____ (print name) _____ (date)

Approved by _____ Date: _____

Disapproved by _____ Date: _____