

**HOUSE OF PRAYER LUTHERAN CHURCH**

7625 Chicago Avenue South  
Richfield, Minnesota 55423

**BUILDING USE REQUEST FORM – SHORT FORM**

RETURN FORM to above address, attention: Cara Wright, Director of Administration, or email: [cwright@hoplc.org](mailto:cwright@hoplc.org)  
Call 612-866-8471, ex. 3 with questions.

DATE NEEDED \_\_\_\_\_

IF STANDING REQUEST: Date: \_\_\_\_\_

Do you need set-up time? no/yes If yes: \_\_\_\_\_ hours/minutes

Event Start Time: \_\_\_\_:\_\_\_\_ am/pm

Event End Time: \_\_\_\_:\_\_\_\_ am/pm

Do you need clean up time? no/yes If yes: \_\_\_\_\_ hours/minutes

Organization / Event Name \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Address \_\_\_\_\_

Home Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

E-mail \_\_\_\_\_

Referred By (Name) \_\_\_\_\_

DATE REQUEST MADE \_\_\_\_\_

Number of Persons Expected at Meeting or Event: \_\_\_\_\_

Room Needed: \_\_\_\_\_

Please sketch the set-up arrangement you would like below.

\_\_\_\_\_  
(Signature of Individual User / Organization User)

**FOR OFFICE USE ONLY**

Notes:

Date received \_\_\_\_\_

Entered in church calendar \_\_\_\_\_

Staff Initials \_\_\_\_\_