

**Epiphany Lutheran Church  
Facility Utilization Request  
September 1, 2023-August 31, 2024**

Today's Date: _____	Contact Person: _____
Date(s) Needed: _____	Contact Number: _____
Activity: _____	Contact Email: _____
Frequency of Meeting (circle one):	One time only Weekly Monthly Bimonthly Other _____
Arrival Time: _____	Published Beginning Time: _____
Published Ending Time: _____	Departure Time: _____
Age Group Participating: _____	Number of People: _____
Equipment Requested: _____	Room(s) Requested: _____

**Note:** Please submit this form at least two weeks prior to the event. We will try to accommodate your request based on availability. Long-term usage requests must be submitted each year by the first Sunday in August. Our schedule runs from September 1-August 31 each year.

**Please return this form to Dorian Cornelius' box outside the church office or email it to [dorian@epiphanypearland.org](mailto:dorian@epiphanypearland.org).**

**For questions contact Brian Bennett at 281-485-7833 x311 or Dorian Cornelius at 281-485-7833 x322.**

**For event publication contact Cindy Eppelheimer at [cindy@epiphanypearland.org](mailto:cindy@epiphanypearland.org) or 281-485-7833 x318.**

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**OFFICE USE ONLY**

Request Approved By: _____	Date: _____	Copies Given: _____
Room(s) Assigned: _____	Date(s) Assigned: _____	
Activity Placed on Calendars: _____	Entered Through: _____	