

**CHURCH PROPERTY USE FORM**  
**Concordia Lutheran Church**  
South St. Paul, MN 55075

**Directions:** Fill in all fields at the top of the form and bring, fax or e-Mail it to the church office at least one week prior to the desired use date. Property is available only to members of Concordia Lutheran Church. *Property is available on a first come, first served basis.*

**Request Date:**

**Users' Name**

**Address**

**City/State/ZIP**

**Telephone No.**

**e-Mail Address**

**DESIRED PICKUP DATE**

**Charge for use:** A user charge of \$5 per table and \$2 per chair must be paid at time of pick up. This charge is non refundable. A member of the Ministry of Property Management should be contacted by the church secretary to arrange a time for pick-up and return. (see names and phone numbers of ministry members on attached sheet) .

**Description of property taken:**

1. **Tables** @ \$5 each = \$

2. **Chairs** @ \$2 each = \$

3. **Other** **Charge: \$**

4. **Other** **Charge: \$**

**Checked OUT by** **Date/Time**

**Checked IN by** **Date/Time**

**Office use only**

**Approved by** **Date**

**Comments**

**MINISTRY OF PROPERTY MANAGEMENT (2009-2010)**

Wilt Grieger	651.455.7357
Bob Rose, Sr.	651.451.2421
John Hemmah	651.253.6411
Ron Little	651.455.2390
Ralph Swanson	651.451.1686
<b>Church Office</b>	<b>351.451.0309</b>