

KEY REQUEST FORM

St. Luke's Lutheran Church, Park Ridge, IL

Please complete and return to the Parish Coordinator (office@stlukespr.org).

If you send this form via e-mail, use "Save As" and add your last name to the file name.

Completion of this request form **DOES NOT** guarantee you will receive a key.

Name of Organization/Purpose: _____

Person Responsible : _____

Address: _____

Phone (Home) _____ (Cell) _____ (Work) _____

Email address : _____

Day : _____ Recurring weekly: _____ Recurring monthly: _____

Requested Times: From: _____ To: _____

COMPLETE ONLY IF ONE TIME USE

Date: _____

Requested Times: From: _____ To: _____

Reason for key request: _____

Room(s) Requested: **check room(s) you would like to use** (note – the upper level is currently not available)

Main Level:

- Nursery (158)
- Library (154)
- Conference Room (108)
- Spangler Room (107)
- Sanctuary

Upper Level:

- NA Henderson Hall (207)
- NA Kitchen (205)
- NA Pantry (204)
- NA Temple Room (210)
- NA Stage (209)
- Balcony Room (220)(no elevator access)

Lower Level:

- Classroom (LL52/LL53)
- Drama Room (LL57)
- Art Room (LL58/LL59)

FOR OFFICE USE ONLY

(approved by – signature)

(date approved)

ASSIGNED Key Number (s) _____
(key number assigned and assigned by initials)

Initials _____
(date key assigned)

RETURNED Key Number (s) _____
(key number returned and returned to initials)

Initials _____
(date key assigned)

ST. LUKE'S LUTHERAN CHURCH - 205 N. Prospect - Park Ridge, IL 60068 - (847) 825-6659 / FAX (847) 825-2557

Web: www.stlukespr.org e-mail: office@stlukespr.org