

Shelter House – Softball Field Use Request Form

Le Mars Bible Church

Le Mars, Iowa 51031

712.546.6915

Date _____

Requested by _____

Phone Number _____

Event/Activity _____

Date (s) requested _____

Time (s) Requested _____.

Instructions:

1. This form must be completed and in the church office **two weeks** prior to the event.
2. Pick up the storage garage key (if you plan to use the softball equipment) at the church office prior to the date of the event. It must be returned the day after to the church office. Arrange with the administrative assistant for the key to be signed out to you in advance of the date needed.
3. Set up, tear down and clean up following the event shall be your responsibility including taking trash bags to the dumpster and returning softball equipment to the storage garage.
4. No alcoholic beverages or tobacco are permitted inside or outside the shelter house.
5. When using the fire pit, the grate must remain on the ring while the fire is burning. *There is a limited amount of firewood available; you may also bring your own.*
6. Church sponsored events will be given priority.

For office use only:

_____ Confirmed _____ Not confirmed _____ Key checked out _____ Key returned

Remarks: _____

Deacons/Admin Office Authorization _____
(Signed) _____ (Date)