

Suggested Donations for Members

Gym & Kitchen \$125
 Fellowship Room and Kitchen \$75
 Classroom \$25
 Kitchen or Fellowship Room Only \$ 50
 Park, Gazebo, and Church \$0
 Deposit \$150.00
 Must reserve space with activity form.

VASA LUTHERAN CHURCH
Attn: Office Coordinator
15235 Norelius Road
Welch, MN 55089
(651) 258-4327
office@vasalutheran.org

Suggested Fees for Non-Members

Gym & Kitchen \$250
 Fellowship Room and Kitchen \$100
 Classroom \$25
 Kitchen Only \$ 75
 Park and Gazebo \$100
 Church \$250
 Deposit \$150.00
 Must reserve space with activity form.

ACTIVITY FORM

(Please complete the entire form which helps staff with setup and end of year reporting)

Return activity form, activity fee, and damage deposit (separate checks) to the office at least 2 weeks before the event.

A separate damage/cleaning check in the amount of \$150.00 is required for all **non-church** related activities. Your check will be refunded/shredded if no damage/additional cleaning is required after your event.

Name: _____

Required Information:

Phone Number: () _____

Contact Email: _____

Group or Organization: _____

Type of activity or event: _____

Date and time of activity: _____

Set up or decorating date and time`

Date and time you would like the Center to be open: _____

Total number of people attending: _____

Location: ☐ Church ☐ Lutheran Center Gym (seating capacity 120)

Please check the rooms needed:

☐ Kitchen ☐ Fellowship Room (seating capacity 40) ☐ Classrooms (4 available) ☐ Stage ☐ Gazebo

The following items are available. Please check the ones needed.

☐ Freezer	☐ Large Cooler	☐ 5' Round Table #needed ____
☐ Picnic Tables **		☐ Serving Tables #needed ____
☐ 30 C. Coffee Maker	☐ 100 C. Coffee Maker	☐ Card Tables #needed ____

** Picnic tables are to be returned to their original location.

** Collect all garbage and bring it to the dumpster.

Thank you for choosing Vasa to host your event!

Questions???? Please don't hesitate to contact the church office at **(651-258-4327)**.

Signature: _____ **Date:** _____

*******OFFICE USE ONLY*******

Rental Payment: Date Received _____ Check # _____ Amount Paid \$ _____

Damage Deposit: Date Received _____ Check # _____ Amount Paid \$ _____

CC: Activity Folder ☐ Pastor ☐ Custodian ☐ Kitchen Committee ☐