

**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                                       Linen Tablecloths\*\*                       5' Round Table #needed \_\_\_\_

Picnic Tables \*\*                                       Serving Tables #needed \_\_\_\_

30 C. Coffee Maker                       100 C. Coffee Maker                       Card Tables #needed \_\_\_\_

\*\* Soiled tablecloths are to be folded and left in the kitchen to be laundered by the kitchen committee.

\*\* 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