



Holy Communion Lutheran Church

6220 Portsmouth Blvd, Portsmouth, VA 23701

(757) 488-2604

www.HCPort.com

Recurring Building Use Request

Date of Request_____

Organization Name_____

Nonprofit?_____

Room/Space Requested_____

Start Date_____ End Date_____ (max one year approval)

Day/time Requested_____ (include setup/cleanup time)

What will you be doing in the space?_____

Contact Name(s)_____

Phone_____ Email Address_____

Mailing Address_____

By signing below, you agree to:

- Abide by HCLC safety & building use policies.
- Only use the building for approved activities.
- Acknowledge that HCLC might need to modify your building use permission at any time for various reasons at the leadership's discretion.
- Not make unauthorized copies of the building key and promise to return all copies upon cessation of building use permission period.

Signed_____

Date_____

Approved by HCLC leadership on _____.