

FACILITY CHANGE APPROVAL FORM

Good Shepherd Lutheran Church is blessed with substantial facilities for the realization of its mission. Management of GSLC facilities is accomplished through the involvement of staff, council, and committees, and may also be subject to contractual provisions with GSLC’s service providers or tenants. To comply with GSLC’s Facility Housekeeping Guidelines, it is necessary to seek approval of various proposed additions, removals or changes to GSLC facilities per the Guidelines, to ensure the responsible parties make such approvals as indicated, in the interest of maintaining the appearance, order, cleanliness and utility of GSLC facilities. It is the policy of this congregation that such proposed changes be submitted, and approved by designated responsible parties, which may include the Pastor(s), President and Vice President, and committee chairpersons.

PROPOSED CHANGE TO THE FACILITY

Please provide the information below for your proposed facility change. Fill out all pertinent information and deliver all completed applications to the President or Vice President. Proposals will be considered at monthly Executive Meetings. Applications will be marked "Proposal Accepted" or "Proposal Denied" with a written explanation of the decision and returned to the person submitting the proposal.

Committee/ Organization Name: _____

Person Submitting: _____ E-mail Address: _____

Date Submitted: _____ Phone Number: _____

Description of Proposed Change: _____

Purpose of the Proposed Change: _____

Proposed Date or Timing for the Proposed Change: _____

Proposed Source of Funding for the Proposed Change: _____

- Verify there are no conflicts with existing GSLC policies related to this proposed change to the facility.
- Verify that the purpose of the proposed change aligns with the continuing mission of GSLC.
- Verify that the source of funding is appropriate and within the existing, applicable budget.
- Verify that this change is approved by the responsible person(s) and/or committees.

PROPOSAL ACCEPTED

PROPOSAL DENIED

EXPLANATION: _____

Signature of Vice President: _____

Date: _____

- Executed form returned to Applicant
- Copies provided to Church Office Administrator and Vice President