

HOLY TRINITY FACILITIES USE REQUEST FORM

(This form must be submitted one month in advance of event)

You will be notified by the Parish Office if we can accommodate your request, or if other arrangements need to be made. Facilities are for the exclusive use of Holy Trinity. There is a charge for facility use to include liability insurance. In addition to the fee, a damage deposit is also required.

Today's Date _____

Your Name _____

Your Holy Trinity Parishioner Number _____

Your Phone # _____

Group Name _____

Facility Requested: Hope House or Faith House

Describe Activity, Number of People, Food Service, etc:

Requested Date of Use _____

Start Time _____

End Time _____

Please provide the name and phone number of 2 adults from your group who will be responsible for cleaning and locking the facility.

1. _____ phone # _____

2. _____ phone # _____

(The soccer field, gym and cafeteria are not available since they are part of the School Tenant Lease.)

FOR OFFICE USE:

Approved by: _____

Scheduled: _____