

TRINITY BUILDING USE REQUEST FORM

1. Go online to www.todayschurch.com and check availability for the date you are interested in.
2. Return this completed form to the church office for approval.
3. Tear off the second page of this document and keep it for reference regarding clean-up checklist.
4. You will be notified by the church office of approval or denial of your request. When your event is approved, it will be entered on the church calendar, which may be viewed online at our church's website.

PERSON SUBMITTING REQUEST: _____

CONTACT PERSON (IF DIFFERENT THAN ABOVE): _____

EVENT NAME _____ EVENT DATE _____

Will room(s) be needed prior to this date for set up? Y N IF YES, INDICATE DATE AND TIMES:

TIME ROOM IS NEEDED ON THE DAY OF EVENT: _____

ROOM EMPTY BY (DAY OF EVENT): _____

ACTUAL EVENT TIME: _____

ANY NOTES YOU WOULD LIKE ENTERED ONTO THE CHURCH CALENDAR: (i.e. what to bring, etc.)

PLEASE CIRCLE ALL ROOMS THAT YOU WILL NEED:

SANCTUARY	KITCHEN	NURSERY
SOUNDBOOTH	FELLOWSHIP HALL	CLASSROOM (WHICH? _____)
CONFERENCE ROOM	FOYER AREA	LIBRARY

TODAY'S DATE: _____ PERSON RESPONSIBLE FOR CLEAN UP: _____

YOUR NAME: _____ E-MAIL: _____

HOME PHONE: _____ CELL PHONE: _____

I understand that Trinity does not currently have support staff to set up or to do any cleaning after your event. I understand that I am responsible for: Cleaning area(s) used, vacuuming, removing any leftover food brought for the event, washing and putting away any dishes used, taking out trash, locking and securing all doors, turning down furnaces, turning off heaters, and turning off all lights after the event is over. I understand that I will be contacted by the church office after this request is reviewed.

Signature: _____