



Application for Use of Facilities

Group/Organization Requesting: _____

Name of Responsible Person(s): _____

Phone Number: _____ (Cell/Home) _____ (Work)

Email Address: _____

Purpose of Meeting: _____

Room Requested: _____

Specific Date(s) Requested: _____

Time of Event(s): From _____ (AM/PM) To _____ (AM/PM)

Set-Up Time: _____ Clean-Up Time: _____

Expected Attendance: _____

Special Equipment Required: _____

FACILITY COST ANALYSIS

FACILITY	MEMBER RATE	NON-MEMBER RATE	CAPACITY
Church Lounge	\$75	\$150	Up to 50 people
Gym	\$250	\$500	Up to 300 people, restrictive usage
Community Center:			
Full Room	\$200	\$400	125-160 people/ 8-10 tables per side
Half Room	\$150	\$250	

- Rooms fees must be paid upon final booking
- Please notify the church immediately upon any cancellation
- Room rentals of more than four hours may be subject to additional fees

Office Use:

Facility Available: YES _____ NO _____

Application Approved: YES _____ NO _____

Total Rental Fees: _____

***** PLEASE SEE PAGE 2 FOR RENTAL GUIDELINES AND SIGNATURE LINE *****

ROOM RENTAL INFORMATION

BUILDING HOURS:

Weekdays: (Monday—Friday) 8:00 AM—9:30 PM

Weekends: Saturday 8:00 AM—9:30 PM Sunday 12:30—5:00 PM

RENTAL GUIDELINES:

- Trinity makes certain rooms of its facilities available to individuals and groups for private functions
- Room use fees will vary according to the room and requirements for set-up, take down, clean-up, and supervision
- Items including tables, coffee pots, A/V equipment etc. should not be taken out of the building for usage
- The room should be left in the same condition and configuration as it was found
- A room is never officially booked until this form and a deposit have been submitted
- Due to unforeseen circumstances such as a funeral or other necessary Trinity events, your event may be rescheduled, moved to another room, or cancelled
- **UNDER NO CIRCUMSTANCES IS ALCOHOL PERMITTED ON TRINITY'S PROPERTY**

COMMUNITY GROUPS:

- A limited number of community groups are sponsored by the congregation
 - These groups incur no cost for their regularly scheduled activities. Trinity expects that all regulations will be honored and that groups will leave their assigned area clean and in order. Sponsored groups may be asked to cover the custodial costs incurred for special events, such as banquets or other large group activities.

MEMBERS AND PRIVATE FUNCTIONS:

- Members renting facilities for private functions receive a reduced room rental (see cost analysis table)
- Events that are “for profit” will be charged the non-member rate, plus custodial fees

ORGANIZATIONS AND MINISTRIES OF TRINITY:

- Organizations and ministries of Trinity incur no costs for room use or custodial services during their regularly scheduled activities.
- These groups set up the room assigned to accommodate their needs and are expected to leave the room clean and ready for the next group

I agree to be responsible for any damage to property other than reasonable wear and tear and for the strict observance of the rules and regulations as per church policy. In consideration for receiving permission for use of the facilities I hereby agree to indemnify and save and hold harmless and to covenant not to sue Trinity Lutheran Church, its officers, servants, agents and employees and each of them, from any loss, liability, damage or costs they may incur due to the use of the facilities, whether caused by the negligence of Trinity, or otherwise.

Signature of person(s) responsible for group: _____

If submitting electronically please provide an electronic signature, otherwise, your email will serve as your authorization and understanding of this contract