

**AGREEMENT TO USE FACILITIES OF TRINITY LUTHERAN CHURCH
MEMBERS AND TRINITY SPONSORED ORGANIZATIONS**

PART I - To be completed by Requestor:

Requesting use of: Sanctuary _____ COC/Gym _____ Multipurpose Room _____ Nursery _____ Kitchen _____
Classroom(s) _____ Piano _____ Organ _____ Other Equipment _____

Purpose of Request : _____

Activity, **date, and time** facility needed (include set-up and clean-up time)(for wedding include rehearsal date & time)

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

ACTUAL DATE/TIME OF EVENT _____ from _____ to _____

If this request is for a wedding, do you require the services of a custodian? _____

The organization or person listed below accepts responsibility for carrying out the requirements for use of the building as listed on the reverse:

(Name of Requestor, Title)

(Name of Organization)

Address _____

Home Phone _____ Work Phone _____

Signature of Requestor _____

PART II – To be completed by the Chairman, Board of Properties:

() Request denied – Reason _____

() Request approved on _____(date)

Donation requested in the amount of _____ Kitchen Supervisor: _____

Deposit requested in the amount of _____ (waived) _____

Donations due by _____

() Donation received _____(date)

() Security Deposit received _____ (waived) _____

() Security Deposit returned _____ (waived) _____

() Key given to _____ on _____(date)

() Key returned on _____(date)

() Custodian required for setup/cleanup. Name of Custodian _____

Signed _____ Chairman, Board of Properties

PART III – To be completed by office secretary:

() Added to Church Master Calendar and computer.

() Altar Guild/Janitor Service notified of activities that interfere with Saturday setup.