

Trinity Episcopal Church
BUILDING RENTAL FORM

APPLICANT INFORMATION

*Name of Group/Organization:		
*Current address:		
*City:	*State:	*ZIP Code:
*Phone (DAY):		*Phone (EVENING):
Mobile:	Fax:	Email:
*Point of Contact:		

PROGRAM/EVENT INFORMATION

*Program/Event Description:

Anticipated Number of Guests/Participants:

Please check each room or space you wish to reserve:

<input type="checkbox"/> Sanctuary	
<input type="checkbox"/> Parish Hall	<input type="checkbox"/> Room 12
<input type="checkbox"/> Upstairs Kitchen	<input type="checkbox"/> Room 14
<input type="checkbox"/> Conversation Center	<input type="checkbox"/> Downstairs Kitchen
<input type="checkbox"/> Trinity Room	
<input type="checkbox"/> Undercroft	AV Needs: <input type="checkbox"/> Sound; <input type="checkbox"/> CD Player; <input type="checkbox"/> DVD Player; <input type="checkbox"/> Screen; <input type="checkbox"/> Technician
<input type="checkbox"/> Room 7	

DATE/TIME REQUEST

*Date of Program/Event (<i>First Choice</i>):		*Date of Program/Event (<i>Second Choice</i>):	
Time of Program/Event:	To:	Time of Program/Event:	To:
Set Up Time:	To:	Set Up Time:	To:
Clean Up Time:	To:	Clean Up Time:	To:

I, the undersigned, on behalf of the above named group/organization, understand and agree to all of the particulars specified in the Instructions, rules and regulations. Furthermore, I assert that the information recorded above by me is true and accurate.

_____	_____
Signature of Group Leader	Signature of Contact Person
Date: _____	Date: _____

TO BE COMPLETED BY THE CHURCH

Received Date:		Received By:	
	Approved	Date	Not Approved
<i>Property Liaison</i>			
<i>Rector</i>			

INSTRUCTIONS:

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The attached rental/usage form requesting use of space in Trinity Episcopal Church must be completed and returned to the parish office prior to consideration of any request for rental/usage of a church facility. Your signature on the form indicates that you have read all the rules and regulations and that you have agreed to abide by them.

Rental/usage request forms should be submitted as far in advance of any desired activity as possible. (Two weeks minimum guarantees a timely response.) This allows for a property review of the request by the church, contacting of all affected individuals, and a full consideration of any and all regularly scheduled and future planned events.

After careful consideration, you will be notified at the earliest possible date as to the disposition of your request.

Upon notification of approval, you must submit a \$150 security deposit to the church office (security deposit is not refundable unless you cancel within seven days of the event). Rental fees must be submitted at least seven days prior to any event. These fees may be paid by check or money order to the parish office.

FEES, RULES & REGULATIONS

Room	FEES	Each Additional Hour:
Sanctuary	See Separate Schedule	
Parish hall (with kitchen)	\$750:00 Non-member \$400:00: Member	\$100.00 Non-member \$50.00 Member
Parish hall (without kitchen)	\$700.00: Non-member \$375.00: Member	\$100.00 Non-member \$50.00 Member
Conversation center:	\$300.00: Non-member \$150.00: Member	\$75.00 Non-member \$25.00 Member
Trinity room (with kitchen)	\$350.00: Non-member \$175.50: Member	\$50.00 Non-member \$35.00 Member
Trinity room (without kitchen)	\$300:00 Non-member \$150.00: Member	\$50.00 Non-member \$25.00 Member
Room 7	\$150.00: Non-member \$ 75:00 Member	\$40.00 Non-member \$20.00 Member
Room 12	\$100.00: Non-member \$50.00: Member	\$40.00 Non-member \$20.00 Member
Room 14	\$100.00: Non-member \$50.00: Member	\$40.00 Non-member \$20.00 Member
Undercroft	Separate Schedule	
Miscellaneous:		(Fees are for the first four (4) hours of usage, includes set up and clean up.)
Setup and or cleanup	\$50.00	
On-site Monitor	\$25.00 - \$50.00: Non-member	NOTE: Member must be active and tithe/pledge consistently within last 6 months.
AV: Cost to be determined by the Technician.	\$150.00: Standard deposit for all.	Security deposit will be returned in approximately one week following usage, barring any damages to facility and or furnishings. If hall is not used, deposit will be forfeited.

