



**Holy Trinity Catholic Church and School
Facility Reservation & Use Form
Internal Use Only**



Facility Use Policy

This document outlines the process by which organizations may reserve and use the facilities of Holy Trinity. This policy applies to parish clubs, organizations and school groups within the community of Holy Trinity and is for internal use only.

This form must be completed at least **ONE MONTH PRIOR** to the requested date and submitted to the Parish Office. Please be sure your date is available prior to communicating the details to your group.

Statement of Responsibility

Date of Request:	Holy Trinity Organization/Affiliations:
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Date & time of event: Include any additional time needed for set-up & tear down if applicable.

Requested by:	Contact phone number:
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Purpose of event:

Requested facilities (Check all that apply):

Parish Center Cafeteria Kitchen Gymnasium
 Meeting Room Concession Beverage Room Church Library
 Other _____

Expected # of people in attendance:

Organizational point of contact who will be present during event:	Cell phone #:
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I am aware that set-up and clean-up of requested facilities are my organization's responsibilities. Failure to do so may result in additional cleaning charges.

As governed by the Holy Trinity Insurance policy, all alcohol must be served and sold exclusively through the Beverage Room. I understand that absolutely no outside alcohol is permitted on the premises.

I accept responsibility on behalf of my organization that our event and those participating will limit use of Holy Trinity to only those areas named in this request.

Signature of Requestor Date

For office use only: Accepted by _____ Date _____