



Holy Trinity Catholic Church and School Facility Reservation & Use Form (Outside Organizations/Individuals)



Please complete the following information:

1. User Name: _____
2. Address: _____
3. Daytime Phone: _____
4. Evening Phone: _____

5. Please list the date(s) and time(s) of the facility you wish to use and describe the type of activity.

Date(s) and Time(s) Requested

Type of Activity and Special Requests

6. Is your request related to a Holy Trinity Organization or Event? Yes No

If yes, what Church or School Organization do you represent?

7. How many people do you expect to attend? _____

8. Please select the facility you are requesting from the list below:

Church Parish Center Kitchen/Cafeteria Meeting Room
 Beverage Room Gymnasium Soccer Fields

9. Is this a one-time or regularly scheduled meeting/event? One Time Regular

10. If this is a regularly scheduled meeting/event, what is the schedule? _____

11. Will food and/or drinks be served? Yes No

What is the name of the food preparer or caterer? _____

12. Did you read and understand the Facility Use Policy and Fee Schedule? Yes No

13. Do you have any special requests (i.e., audio/video needs, room set-up, etc.) Yes No

If yes, what is the special request? _____

14. **Damages:** The group, individual, or organization using Holy Trinity Catholic Church and School facilities agree to compensate Holy Trinity Catholic Church and School for all damages to facilities, equipment, or other property owned by Holy Trinity Catholic Church and School. The person completing this form will be responsible for reimbursement of damages.
15. **Insurance Requirements:** User must provide evidence of liability insurance. If user is an organization, a Certificate of Insurance must be provided. If user is a person, a copy of Homeowner's or Personal Liability Insurance Policy must be provided.
16. **Damage/Cleanup Deposit** (if applicable) \$ _____.
17. As user of the facility at **Holy Trinity Catholic Church and School**, the undersigned agrees to protect, indemnify and hold harmless **Holy Trinity Catholic Church and School and the Catholic Diocese of Belleville** from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about the premises, causing injury to any person or property, the undersigned further agrees to protect, indemnify and hold harmless **Holy Trinity Catholic Church and School and the Catholic Diocese of Belleville** from any and all claims, cost or expenses arising from any failure of the user in any respect to comply with or perform all requirements or provisions of this agreement, or of any applicable law or ordinance, during the period of use.
18. This application will be reviewed by the Facility Use Committee before any date may be reserved.

Signed: _____ Date: _____

Official Use Only:

Facility Use Fee: _____ Damage/Clean-Up Deposit Required: _____

Cash _____ Receipt # _____

Cash _____ Receipt # _____

Check _____ Check # _____

Check _____ Check # _____

Received by: _____

___ Approved

___ Disapproved

Signature/Date