

Trinity Lutheran Church
Building Use and Room Request Application

Trinity Lutheran Church, 1410 Rogers Street, Stevens Point, WI 54481-3098

Phone: 715-344-2869, Fax: 715-344-9123, Email: trinity@trinitysp.com

** To request a room(s) contact the church office staff to check the calendar for availability. **

Submit this form to the church office at least 2 weeks prior to your event

Name of Group/Staff _____ Today's Date _____
 Person in Charge _____ Title _____
 Address _____ Phone Number _____
 Date(s) of Activity _____ Expected Attendance _____
 Description of Activity _____
 Time Start _____ (am/pm) Time Finish _____

Rooms Requested

- Sanctuary Narthex Chapel Area Fellowship Hall Choir Room Room 201; Second Floor
 Kitchen 1st Floor Classrooms Lower Level Classrooms

Equipment Needed:

- Tables, # _____ Chairs, # _____ Lectern Sound Booth/PA System
 Overhead Projector VCR/DVD/TV White Board Extension Cord(s)
 Other (Including personal equipment brought in.) _____

- Dishwasher Mixer Oven Elec. Coffee Pots Elec. Roasters

Church Related Activities: If a special room setup is required, please indicate the arrangement on the back of this form.

Non-Church Related Activities: Room setup is done by the group/person in charge. Please make arrangements with the Building & Grounds Director before the event for location and use of the equipment needed. Group/person in charge is responsible for putting all equipment away.

All groups shall restrict their activities to the room(s) assigned. Only equipment and rooms indicated above may be used. Return the room(s) to the condition in which they were found.

Organizational Users

User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.

User agrees to hold harmless, indemnify and defend Trinity (including Trinity's agents, employees, volunteers, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the Trinity's premises for User's purposes, and resulting from the negligence or intentional acts of the User, its participants, agents, employees, volunteers and representatives.

Member and Non-Members a \$25.00 deposit is required if a key is issued: Pick up a key 24 hours prior to the activity, or by 4:00 p.m. Friday if weekend activity. The deposit will be returned when the key is returned and if the room(s) were adequately returned to the condition in which they were found. Trinity withholds the right to retain the deposit if deemed necessary.

Signature below indicates that all applicable requirements of the Building Use Policy and Procedures Manual will be adhered to.

Signature _____ Date _____

Fee _____ (not including deposit) Deposit received _____

_____ Non-Church related activity, non-memeber approved by Council President Date: _____

_____ Church related activity approved by the Church Office Date: _____

_____ Non-Church related activity by member approved by Bldg. & Gn ds. Dir. and Church Office Date: _____

_____ Appropriate forms given to User(s) and copy to Bldg. & Gn ds Dir. Date: _____