

Trinity Neighborhood Center
Application for One-Time Use of Building and Grounds

Applicant's Name: _____ Today's Date: _____

Group Name (if applicable) : _____

Personal Address: _____

Telephone Number: _____ Email: _____

Requesting use of Spaces (s): _____

Event Hours _____

Time In for Set Up _____ Time Out for Check Out _____

Approx. number of people: _____

Desired Room Setup: _____

Set up required YES NO Custodial Services Required: YES NO

(A fee could be required for setup and custodian)

Storage Needed _____

A deposit of up to \$100 is due with this agreement to schedule the use of the building. If the use is approved, the deposit will be refunded following the event, unless it is retained due to cancellation or damage to the building or property.

I have read and agree to adhere to the Building Use Guidelines.

APPLICANT SIGNATURE _____

FOR OFFICE USE BELOW THIS LINE

DATE _____

FEES _____ DEPOSIT DUE: _____ DATE PAID: _____

BALANCE DUE _____ DATE DUE: _____ DATE PAID: _____

ADMINISTRATOR SIGNATURE _____