

**LUTHERAN CHURCH OF THE HOLY TRINITY**  
AGREEMENT FOR ONE-TIME USE OF THE FACILITY

NAME OF INDIVIDUAL OR ORGANIZATION \_\_\_\_\_

PURPOSE OF GROUP OR USAGE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TITLE IN ORGANIZATON \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

ALTERNATE CONTACT PERSON \_\_\_\_\_

TITLE IN ORGANIZATON \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

AREA(S) REQUESTED FOR USE \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_ TIME \_\_\_\_\_ until \_\_\_\_\_ APPRX. NUMBER ATTENDING \_\_\_\_\_

AREA REQUIREMENTS/NOTES:

WALLS DOWN  YES  NO

USE OF KITCHEN  YES  NO

NUMBER OF TABLES \_\_\_\_\_

NUMBER OF CHAIRS \_\_\_\_\_

OTHER NOTES/REQUIREMENTS: \_\_\_\_\_

RENTAL AMOUNT (*due with this form*): \_\_\_\_\_

*See section 15 on reverse side*

We agree to abide by the rules for use of the facilities and accept responsibility for the conduct of our group.

GROUP REPRESENTATIVE \_\_\_\_\_

Date \_\_\_\_\_

GROUP REPRESENTATIVE \_\_\_\_\_

Date \_\_\_\_\_

COUNCIL APPROVAL \_\_\_\_\_

Date \_\_\_\_\_

OTHER APPROVAL \_\_\_\_\_

Date \_\_\_\_\_