



Event Request

619-465-3011

patty@trinitypres.org

3902 Kenwood Dr. • Spring Valley, CA 91977

Name of Group

Date of use

Name of Contact Person

Email address

Mailing Address

City/State/ Zip

Phone Number #1 Land Line Cell Number

Phone Number #2 Land Line Cell Number

Kind of Activity

Hours of Use (XX:XX a.m./p.m. to XX:XX a.m./p.m.)

Attendees

Room(s)

Certificate of Insurance Received Yes No

Equipment Required

Blue Chairs

Folding Chairs

Round Tables (60")

8'x3' Tables

Round Linens

8' Linens

Cloth linens need to be dry-cleaned BEFORE they are returned to church office.

Please initial

Screen: Yes No

Sound Booth: Yes No

Microphones

If you need to use kitchen equipment, you will need training before your event.

Please initial

Confirmation of Reservation and Charges

CHARGES:

Sanctuary Use (\$500.00+)

William's Hall Use (\$500.00+)

Kitchen Use (\$ 50.00+)

Coordinator (\$200.00)

Piano (*training needed*) (N/A)

Organ (*Shirley Woodson only*) (\$150.00)

Set-up and/or take-down (\$150.00)

Deposit for Key(s) (\$ 25.00+)

Deposit (*minimum 20%*) \$ _____

TOTAL \$ _____

Balance \$ _____

**Please make checks payable to:
TRINITY CHURCH.**

NOTES:

Deposit will be returned when key(s) is/are returned to church office.

Sound (\$150.00)

Pay by cash or check to the order of: _____

Payment IN FULL is due one week prior to the event.

Please initial

Signature

Authorized By

Date

Date

ROOM USE POLICY

- If you require a key, please make arrangements to pick it up at the church office between 9 a.m. and 4 p.m., Monday-Thursday.
- Notify the church office of any changes or cancellations a week prior to your event in order to receive your deposit back.
- Custodial services provided for set-up and/or take-down may incur an additional charge.
- Nothing is to be mounted on walls or ceiling except by special permission.
- Candles must be covered by chimneys.
- No rice, confetti, or straw may be used.
- No alcohol, smoking, or drugs are permitted on premises.
- All rooms are to be left the way you found them.
- Make sure all lights are turned off, all windows are latched, and all doors locked before you leave.
- We are NOT responsible for any items left on the premises after your event.
- Return key(s) to the church office or event coordinator.

I have read and understand the Room Use Policy.

Initials: _____

KITCHEN RULES

- Turn on the water heater (located behind the left side of the stage) by using the control switch on the wall. Please turn it on only for the time you will need it.
- Wait a few minutes after you have turned on the water heater to use hot water.
- Wash all counter tops before using them. Please clean all surfaces after use to avoid contamination of any kind.
- Do not use aluminum foil inside any of the ovens.
- Before you leave, please make sure all the ovens and stove are turned off.
- Food needs to be scraped into the trash. **All dishes need to be rinsed off at the garbage disposal, not into the kitchen sink.**
- Make sure you have been trained on how to use the dishwasher properly.
- Specific directions on the use of the coffee maker are posted on top of the coffee maker.
- Do not leave anything in the refrigerator or freezer after your event. Please make sure all food items are labeled with date and event, if you plan on using the refrigerator or freezer prior to your event. All unclaimed items in the refrigerator are thrown away each week.
- Please put everything back in the cabinets and drawers where you found them. The cabinets and drawers are labeled for your convenience.
- Please remove all trash in the provided trash bags to the dumpsters. The key for the dumpster is in the kitchen drawer by the telephone. Fresh trash bags are located in the bottom of the trash bins.
- If you need a supply, feel free to do so, but please replace it.
- The ice machine is for on-campus use only.
- Big coffee pots and punch containers are on the top shelf in the kitchen.
- We furnish hand/dish soap, paper towels, salt/pepper, and coffee filters as part of our service.
- We are NOT responsible for any items left in the kitchen after your event.

I have read and understand the Kitchen Rules.

Initials: _____

Signature

Authorized By

Date

Date

07/17