

The Holy Trinity Community Center is available for the entire parish and community. The peaceful country surroundings are a perfect setting for receptions, recreational activities, meetings, seminars, luncheons, private parties and other events.

Whether you use our Community Hall or one of our Parish meeting rooms, our goal is to make your event as enjoyable and successful as possible.

Policies and procedures have been established as well as instructions for proper use and care of the buildings. This will ensure that these facilities remain attractive and functional for years to come.

Respect for these policies and compliance with their directives are keys to continued scheduling and use of our parish facilities.

Facility Price Chart

For Private Functions

Location	Fees
<u>Community Center</u>	
<u>Parishioner</u>	
Friday and Saturday	\$100.00/hr
Sunday thru Thursday	\$85.00/hr
<u>Non-parishioner</u>	
Friday and Saturday	\$125.00/hr
Sunday thru Thursday	\$100.00/hr

Holy Family Room	
Heritage Room or	
Marygrove Basement	
<u>Parishioner</u>	
Friday and Saturday	\$60.00/hr
Sunday thru Thursday	\$40.00/hr
<u>Non-parishioner</u>	
Friday and Saturday	\$80.00/hr
Sunday thru Thursday	\$60.00/hr

Capacity:

Community Center	400 people
Holy Family Room	120 people
Heritage Room	40 people
Marygrove Basement	120 people

To discover how our parish facilities can make your event a success.

Please call the hall rental manager, Joyclyn Mattimoe 419-822-1916 (text) or htrental@htassumption.org.



Welcome to the facilities
of

**Holy Trinity Catholic
Parish**
Assumption, Ohio

Mailing address:
2649 US Hwy. 20
Swanton, Ohio 43558
419-644-4014

Parish Mission Statement

We are a Catholic Community, united in God's love and nourished by the sacraments. Grateful for our rich heritage of faith, we are on a lifelong journey of spiritual growth. We seek to imitate Christ by sharing the gospel message and serving those in need.

Facility Rental FAQ's

1. What facilities are available to rent?

Subject to availability, Metzger Community Center and the meeting rooms in the Parish Center are available. The basement at Marygrove is also available for rent.

2. What is included when I rent a room?

The room rental includes reserved use of the room, tables and chairs (set up by renter), public address system if necessary, and utilities. User groups must provide their own linens, dishes, utensils.

3. Is the kitchen available for use?

The kitchen is available for use for any rental. No preparation of foods is allowed in the kitchen, only the preparation of cold foods and warm up of precooked hot foods will be allowed.

4. What kind of an event can I have at Holy Trinity?

Almost any kind! Receptions, business meetings, conferences, parties, lectures, dinners, etc.

5. Do I need to provide liability insurance?

The Diocese of Toledo requires liability insurance for any rental. Please speak with the hall rental manager for more details.

6. Who will clean up at the end of my event?

As renter, you are responsible for all clean up, and removal of food and drink, **immediately** following your event. Please be sure to communicate with your caterer to ensure all clean up is arranged to take place the same evening as your event. We do not have staff available to assist with clean up.

7. How do I make a reservation for my event?

Please contact the hall rental manager as soon as possible to schedule your rental. Once the rental manager has scheduled the rental date, your deposit is required to hold the date.

8. What kind of dishes, glasses, pots, pans, serving items, etc. are available in the Hall for renters to use?

None. Dishes, pots, eating utensils and tablecloths currently in the Hall are not included in the rental. They are the property of the Holy Trinity. Please plan to bring your own serving dishes.

9. Are there any coffee makers or urns?

Yes. There are coffee makers. They require about 45 minutes completing their heating cycle.

10. How many chairs are there?

There are approximately 250 metal folding chairs.

11. Can we set up the day before the event?

Please discuss your options with the hall manager.

12. I have more questions, who should I call?

Call the Hall Rental Manager, Joyclyn Mattimoe 419-822-1916 (text) Or email: htrental@htassumption.org

