FACILITY USE REQUEST FORM

Trinity Lutheran Church – 104 First St. SE, Hayfield MN 55940
(507)477-2248 trinitylc@frontiernet.net

ORGANIZATION NAME: _____ EMAIL: _____

CONTACT PHONE: _____ CELL: _____

DATE(S) OF USE: _____

Specified time of usage beginning at: _____ and ending at: _____
You cannot change the time or date unless you notify the church office and check for availability.

PURPOSE: _____

Approximate number in attendance: Adults: _____ Youth: _____ Children (under 5): _____

Is this use for a member of Trinity's family event or gathering? □ YES □ NO

WILL your group be serving food with this facility use? □ YES □ NO

NOTE*: If you request your banquet/luncheon to be served by Trinity's Service Group, you must make arrangements with the Christian Service Group Coordinator.*

Request use of the nursery? □ YES □ NO

Request use of TV, DVD player, projector? ($10/day charge) □ YES □ NO

Request use of piano on facility? (***Pianos must not be moved)*** □ YES □ NO

Does group/organization have IRS Certified "non-profit" status? □ YES your ES #_____ □ NO

Does group/organization have insurance? □ YES (attach/send copy of Certificate of Insurance □ NO

Area(s) requested: _____
You must keep your guests/participants out of all other rooms. Sunday school rooms are not to be played in or Sunday school materials used.

The following person(s) WILL BE PRESENT AND IN CHARGE of the intended function:

NAME: _____ NAME: _____

ADDRESS: _____ ADDRESS:_____

BEST PHONE: _____ BEST PHONE: _____

Non-Profit groups/organizations are encouraged to make a donation whenever possible to help cover the additional costs for custodial set-up, clean-up and utilities. This would be in addition to any other costs.

For-Profit Group User Fee _____

I, the undersigned, have read and understand the facility use form and agree that the group/organization shall abide by it. *This facility use form must be re-negotiated each year.*

Signature: _____ Date: _____

For office use only below

Facility Use approved by: _____ *Date:* _____

*Donation Received $*_____ □ *check* □ *cash*