

# Trinity Church Facilities and Grounds Use Request Form

**All Non-Trinity Groups must have an Area Director/ Staff Sponsor to complete this form.**

- Facilities and Grounds Use Request Forms and all applicable deposits must be completed and turned in at least two weeks prior to requested event date.
- Completion of Facilities and Grounds Use Request Form does not guarantee request approval.
- Individuals requesting use will be notified of denial of request.
- Area(s) requested may not be area(s) approved for event.

Individual requesting use: \_\_\_\_\_ Phone number: \_\_\_\_\_

Event requested: \_\_\_\_\_

Ministry area/Organization: \_\_\_\_\_

Today's date: \_\_\_\_\_

Requested event date(s): Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Repeat days of week: \_\_\_\_\_

Requested event time(s): Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Exact dates NOT meeting: \_\_\_\_\_

Total number of people expected to attend requested event: \_\_\_\_\_  
(Not to exceed number unless prior permission is given)

## MAIN BUILDING:

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Worship Center | <input type="checkbox"/> Main Kitchen   | <input type="checkbox"/> Outside Activity |   |
| <input type="checkbox"/> Main Rm 4      | <input type="checkbox"/> Main Rm 6      | <input type="checkbox"/> Main Rm 7        |   |
| <input type="checkbox"/> Nursery Rm 101 | <input type="checkbox"/> Nursery Rm 102 | <input type="checkbox"/> Nursery Rm 103   | <input type="checkbox"/> Nursery Playground |
| <input type="checkbox"/> Student Center |   |   |   |

## FAMILY DISCIPLESHIP CENTER:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> FDC RM 2                | <input type="checkbox"/> FDC RM 3             | <input type="checkbox"/> FDC RM 5              |
| <input type="checkbox"/> FDC SUMMIT ROOM         | <input type="checkbox"/> FDC KITCHEN          | <input type="checkbox"/> FDC PLAYGROUND - ELEM |
| <input type="checkbox"/> FDC PLAYGROUND - MIDDLE | <input type="checkbox"/> FDC BASKETBALL COURT |  |

Are you requesting use of audio/visual equipment (CD players, DVD players, microphones, computers, projectors, stage lighting, etc.)?

**YES** (Fill out a Trinity Church Audio/Visual Request Form)  **NO**

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***I have read and accepted the Trinity Church Facilities and Grounds Use Policies and Procedures, and I agree to fully abide by them.***

Signature of individual requesting use: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of responsible Area Director Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_