

TRINITY LUTHERAN CHURCH

2 RITCHIE ROAD, WOODWAY, TX 76712-8556 • 254-772-4225 FAX 254-732-2422

MEMBER HOSTED EVENT

REQUEST FOR USE OF CHURCH FACILITIES

At least two week notice is required

NOTE: You must vacate the premises by 12:00AM midnight. ***Trinity is a **NON SMOKING** facility***

DATE(s) NEEDED _____ TIME _____

FACILITIES NEEDED:

SANCTUARY _____ FELLOWSHIP HALL _____ KITCHEN _____ OUTDOOR PAVILION _____

ACTIVITIES PLANNED _____

DECORATIONS shall be limited to table and free standing decorations only. Lessee is strictly prohibited from placing decorations on any wall, hanging decorations from the ceiling or using helium balloons, bubbles or confetti inside the building. Early access for decorating (One day prior to the event) must be requested at the time of rental.

DEPOSITS: A reservation deposit must be paid at the time that the event is officially place on the calendar and a policy review has been held with reservations coordinator. This deposit will be refunded if the event is held.

THE BALANCE OF ALL FEES FOR THE USE OF THE BUILDING AND THE SECURITY DEPOSIT MUST BE PAID TWO WEEKS PRIOR TO THE EVENT.

SECURITY: One security guard is required for all events. This individual must be a peace officer certified by the State of Texas or from a security service. If alcohol is served, two (2) security guards are required. The security guard/guards are required from 30 minutes prior to the reception until the last guest leaves.

SCHEDULE OF FEES	Cost	Custodian Fee*	TOTAL	Deposit Due
Reservation Deposit (Refunded if event is held)	\$100		\$100	\$100
Security Deposit	\$100		\$100	
Sanctuary	\$0	\$50	\$50	
Fellowship Hall (capacity ~ 200)	\$0	\$150	\$150	
Pavilion	\$0	\$75	\$75	
Sound Technician	\$100		\$100	

*Custodian fee will be refunded if facilities are returned to condition prior to rental.

Only Champagne _____ Wine _____ and/or Beer _____ may be served if Trinity is notified in advance.

HOLD HARMLESS CLAUSE:

The person(s) signing below do each personally hold Trinity Lutheran Church harmless from any claim or demand against Trinity Lutheran Church arising out of the use of the facilities by the individual(s) or any claim or demand by any persons upon the premises by reason of the activity and the undersigned do covenant to repay and reimburse Trinity Lutheran Church for any legal expenses incurred by the church in defending such claims. Trinity Lutheran Church reserves the right to refuse rental to any individual, group or organization.

TRINITY LUTHERAN CHURCH IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE OF PERSONAL PROPERTY

I, (we) have read the above, understand and accept all the rules, policies and rental costs.

SIGNED _____ Drivers License# _____ Date _____

SIGNED _____ Drivers License# _____ Date _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Cell Phone _____ Email _____

TRINITY REP. _____ Date _____

TOTAL FEE _____

LESS DEPOSIT _____

BALANCE DUE _____ DUE BY _____

OVER

EVENT

Start Time _____

Date of Decorating _____ Time _____

Anticipated number attending _____

Rental Agency _____ Telephone _____

Arrival Time _____

Florist _____ Telephone _____

Arrival Time _____

Caterer _____ Telephone _____

Arrival Time _____

Cake Decorator _____ Telephone _____

Arrival Time _____

Disc Jockey _____ Telephone _____

Arrival Time _____

Security _____ Telephone _____

Custodian Needed: Yes _____ No _____

If you are not using the custodian services, the fellowship hall will be returned to its condition prior to being rented. Tables will be re-set per the diagram below. All trash containers are to be emptied and new liners installed. Trash is to be placed **in the dumpster** located in the enclosure by the Ritchie Road entrance. Floors of the fellowship hall, kitchen and bathrooms are to be swept and any spills mopped up. Tables are to be wiped off if any spills occurred during the event to soil the tables. Supplies available in closet next to the kitchen

