

**APPLICATION FOR THE USE OF TRINITY UNITED CHURCH FACILITIES**

Name of the Group: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Telephone Numbers: Home \_\_\_\_\_ Work: \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Email: \_\_\_\_\_  
 Description of Group Activities: \_\_\_\_\_  
 Number of meetings per year: \_\_\_\_\_ Number of people attending: \_\_\_\_\_

**What areas are requested?**

Sunday School Room \_\_\_\_\_ Church Sanctuary \_\_\_\_\_  
 Fireside Room \_\_\_\_\_ Gymnasium/Stage \_\_\_\_\_  
 Kitchen \_\_\_\_\_ Back Meeting Room \_\_\_\_\_  
 Nursery \_\_\_\_\_ Board Room \_\_\_\_\_

If Kitchen facilities are requested, state level of food preparation (ie. tea/coffees snacks, light lunches etc.) **Please note that if you are preparing food for the public, a form must be filled out for the Health Unit**

**Requested Times (specific dates or ie. 2<sup>nd</sup> Monday of every month, etc)**

Date(s)	Start Time	End Time

Does the group include children? **Yes No**  
 Does the group include physically challenged/disabled persons? **Yes No**  
 If yes, please describe what special accommodations are needed to support this/these person(s)  
 \_\_\_\_\_

Will the group bring its own equipment into the building? **Yes No**  
 If Yes, describe the equipment: \_\_\_\_\_  
 Will the group bring heating/lighting equipment (ie. electric heaters, halogen lamps, etc.) **Yes No**  
 If Yes, describe the equipment: \_\_\_\_\_  
 Will the group want to store equipment in the building? **Yes No**  
 If Yes, describe the equipment: \_\_\_\_\_  
 Will the group require other preparations (ie. setting up extra tables/chairs etc.) **Yes No**  
 If Yes, describe the requirement: \_\_\_\_\_

**Your group must be covered for insurance liability. Please provide the information as shown below:**

Name of Insurer: \_\_\_\_\_ Policy Number: \_\_\_\_\_

**Rules and Regulations for groups using Trinity United Church Facilities.**

Groups are to restrict their movements within the building to those rooms which have been requested and approved on the application form.

If the Sanctuary is to be used for large groups, then ushers must be assigned to aid in the evacuation of the building in the event of a fire.  
(75 persons or less requires 2 ushers - more than 75 persons requires 4 ushers)

Groups which meet in the building when no church staff is present are responsible for the security of the building while their activities are in progress and when the building is vacated. The following rules will apply:

1. Unless prior approval is granted, groups will use only the McIntyre St entrance.
2. Someone from the group must be instructed how to lock/unlock the McIntyre St door.
3. While group members are still arriving, the door may be unlocked but must be continuously attended by a member of the group.
4. While activities are in progress, the door must be locked (a doorbell is installed at the entrance for late arrivals).
5. Upon conclusion of group activities, all lights will be turned off doors closed, the McIntyre St door locked, and checked from the outside.

The use of candles or open flames in the building is prohibited unless specific prior approval has been granted by the Trinity Representative.

***Liability Waiver:** I acknowledge that Trinity United Church accommodates various groups as part of its outreach to the community at large. However, in so doing, the church does not accept responsibility for injury to any member of these groups. Therefore, on behalf of the Group and its members, I agree that Trinity United Church will not be held liable in the event of personal injury to any member of our group, and further agree not to initiate litigation against Trinity United Church, its Congregation or the United Church of Canada for compensation of any kind. If this application is approved, I agree to comply with the Rules and Regulations as detailed on the reverse of this form.*

\_\_\_\_\_  
(Signature of Group Leader)

\_\_\_\_\_  
(Date)

Request Approved    Yes    No

\_\_\_\_\_  
(Signature of Trinity Representative)

\_\_\_\_\_  
(Date)

**TRINITY UNITED CHURCH IS A SMOKE-FREE BUILDING**