

APPLICATION FOR THE USE OF TRINITY UNITED CHURCH FACILITIES

Group: _____ Contact Person: _____

Phone: _____ Email: _____

Description of Group Activities: _____

Number of meetings: _____ Number of people attending: _____

What areas are requested?

Fellowship Hall	_____	Church Sanctuary	_____	Fireside Room	_____
Gymnasium	_____	Kitchen	_____	Back Meeting Room	_____
Nursery	_____	2 nd Floor 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

Does the group include children? **Yes No**

Does the group include physically challenged/disabled persons? **Yes No**

If yes, please describe the special accommodations that 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 require other preparations (ie. setting up extra tables/chairs etc.) **Yes No**

If Yes, describe the requirement: _____

Requested Times (please include the time needed to set up and clean up afterwards)

Date(s)	Start Time	End Time

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. This must be supplied by the group renting the space unless otherwise negotiated with Trinity United Church. (75 persons or less - 2 ushers, 75 persons or more requires 4 ushers)

Alcohol is prohibited on site at all times. The use of confetti may only be used with permission.

The Piano in the Sanctuary may only be used with permission and is not to be moved.

Groups which meet in the building when church staff are not 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:

- Unless prior approval is granted, groups will use only the McIntyre Street entrance.
- Someone from the group must be instructed how to lock/unlock the McIntyre St door.
- While group members are arriving, the door must be continuously supervised by a member of the group or by the custodian/security person.
- While activities are in progress, the door must be locked or monitored continuously (a doorbell is installed at the entrance for late arrivals).
- Upon conclusion of group activities, all lights are to be turned off, doors closed, the McIntyre door locked, and checked from the outside.
- The use of candles or open flames in the building are prohibited unless specific prior approval has been granted by the Trinity Representative.

Safety Procedures

Groups must adhere to Trinity's Safe Church Policy. Please be sure that a representative of your group is familiar with the policy. Copies of these policies will be given to the group representative upon approval of the rental.

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 this form.

(Signature of Group Leader)

(Print Name)

(Date)

Request Approved Yes No

(Signature of Trinity Representative)

(Print Name)

(Date)

For Office Use Only

Fee: _____

Date Paid: _____