

**TRINITY EVANGELICAL LUTHERAN CHURCH**  
**Application for Use of Church Facilities**

We are glad to offer our church facilities to community organizations, but we need your help to keep track of who is using the church and when it is being used. Please fill out this information sheet and return it to the church office (235 N. Stevens St., Rhinelander, WI 54501). It's important for us to know **when** you're meeting, as well as **who** to contact when a scheduling conflict or other problem arises. Please inform the church office (715-362-4258) if you would like to change meeting dates, or if your contact person changes. Thank you for your help.

Name of Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Type of Organization:  Profit  Non-profit  Corporation  Member of Trinity

Describe Event: \_\_\_\_\_

\_\_\_\_\_ Date(s) of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Meeting Schedule (weekly, monthly, etc.): \_\_\_\_\_

Number of people anticipated for the event: \_\_\_\_\_

Do You meet in the summer?:  Yes  No **DO YOU NEED A KEY?**  Yes  NO

Contact Person: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

\_\_\_\_\_ Work Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Specify Room(s) Requested for Event:

Sanctuary (Weddings/Funerals)  Large Classroom  Moses Room  Youth Room

Kitchen  Nursery  Fellowship Hall  Gymnasium  Other ( \_\_\_\_\_ )

Please list any special needs, setup or equipment requests (fees may be applicable): \_\_\_\_\_

\_\_\_\_\_

Signature of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Your signature confirms that you have read and will abide by the document entitled "Agreement for the use of Church Building, Property and Equipment". Trinity Evangelical Lutheran Church reserves the right to change the assigned room(s) or cancel the scheduled event if circumstances are warranted.

**You will be contacted by a building use representative with the results of the approval process.**

----- Church Use Only -----

Liturgical Oversight by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the Building Use Committee \_\_\_\_\_ Date: \_\_\_\_\_

Copy of insurance policy attached with Trinity Evangelical Lutheran Church listed as additional insured

Rental fee amount: \$ \_\_\_\_\_

Non-refundable Deposit (\$ \_\_\_\_\_) received \_\_\_\_\_ Date: \_\_\_\_\_

Security Deposit (\$ \_\_\_\_\_) received \_\_\_\_\_ Date: \_\_\_\_\_

Key Assigned: (# \_\_\_\_\_)

NOTES: \_\_\_\_\_

\_\_\_\_\_