

**HOLY TRINITY LUTHERAN CHURCH**

517 SW Des Moines Street, Ankeny, IA 50021

**FELLOWSHIP HALL/GATHERING PLACE RESERVATION FORM**

<p><b>Event:</b> _____</p> <p><b>Date(s) Requested:</b> _____</p> <p><b>Actual Time of Event: start</b> _____ <b>end</b> _____</p> <p><b>Total Time Requested: from</b> _____ <b>to</b> _____ <i>(from start to finish, prep &amp; clean-up time)</i></p> <p><b>Room(s) Requested:</b> _____ <b># of people:</b> _____</p> <p><b>Special Set-up and/or Equipment Requests:</b> _____</p> <p>_____</p> <p>_____</p> <p><i>Can be continued on back</i></p>	<p><i>For Office Use Only</i></p> <p>Date Received: _____</p> <p>Deposit Received: _____</p> <p>Approved: _____</p> <p>Balance Due: _____</p>
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**Contact Name:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Sponsoring Group:** \_\_\_\_\_  
*(Organization, Name and Address)*

This completed form and a deposit of \$50.00 is required to reserve your date. Full payment of fees is due five (5) days in advance of the event. (See fee schedule in the Building Use Policy.) Deposit is refundable if you notify us, *in writing*, six months before a wedding, or 30 days before any other event.

1. Non-church groups must consult with staff or a board representative *before the event* concerning the use of dishwasher, appliances, etc, if using the kitchen.
2. All non-church groups are required to *bring their own supplies*, such as coffee, disposable cups, plates, napkins, etc.
3. All set up, clean-up and removal of items need to be completed during approved times. See checklist in the Building Use Policy.
4. The group's representative (the undersigned) will be responsible for the group's compliance with all Holy Trinity rules and regulations.
5. No alcoholic liquors or beverages, or drugs are to be brought to or consumed in the building or on the grounds. Smoking is prohibited on church property.
6. All activities must be appropriate for the facility's intended use.
7. The undersigned is responsible to find out whether a key will be needed by the group. If required, a key may be picked up at the church office during regular office hours and must be returned on the first business day after the event.

**Holy Trinity Lutheran Church reserves the right to decline acceptance of this application based on the nature of the event and to make inspections at any time.**

*"My signature below indicates I have read and understand the BUILDING USE policy and agree to adhere to these policies. I also understand I am responsible for any/all damages to the building, property and/or equipment while said premises are occupied by me and/or my guests. In addition, I agree to indemnify and hold harmless Holy Trinity Lutheran Church, the pastors and church personnel from all liability to me or my guests as a result of my conduct or the conduct of my guests."*

Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Representative)