

HOLY TRINITY LUTHERAN CHURCH
CHURCH EVENT / MEETING RESERVATION FORM

Date(s) Requested: _____	<i>For Office Use Only</i>
Meeting/Event: _____ # People Attending: _____	
Actual Start Time of Meeting: _____	Total Time Requested (<i>allowing for set up/clean up</i>): _____
Room(s) Requested: _____	
Set-up and/or Equipment Requests: _____	

Sponsoring Group (*e.g. Board/Committee/Ministry Team*): _____

Contact Name: _____

Home Phone: _____ **Work Phone:** _____

Clean-Up Contact: _____ **Phone:** _____

Comments: _____

If your meeting/event requires special set-up, please sketch below:

Our normal Fellowship Hall set-up is round tables, which will be used unless you request otherwise.

We also have 6' and 8' long tables (limited supply). Special set-up requests should be discussed with our full-time custodian. Our custodians prefer to set-up for you, but if you should move any furniture, please do not drag tables or chairs across the floor as this severely damages the floor wax. Each group is asked to empty their trash and return items used for your meeting to their proper places. Tables used are to be wiped down and dishes used are to be washed and put away.