

Application for Building Use

Trinity Episcopal Church

212 N. Mill Street

New Castle, PA 16101

724-654-8761 office@trinitynewcastle.org

APPLICANT CONTACT INFORMATION:

Name: _____ Phone: _____

Representing: _____ Cell: _____

Address: _____

City, State, Zip: _____

EVENT INFORMATION:

Type of Event: _____ Number of people _____

Date of Event: _____ Time: _____

Total time needed for event (including set-up and clean-up) from: _____ to _____

FACILITY SPACE REQUESTED (check one):

____ Guild Hall only

____ Guild Hall and kitchen (no cooking)

____ Guild Hall and full kitchen

____ Sanctuary

I have read the RULES FOR USE OF THE BUILDING and agree to abide by them and see that they are enforced. I will reimburse Trinity Episcopal Church for any damage or loss to its property resulting from my use of the building or equipment pursuant to this agreement.

Signature of Applicant: _____

AUTHORIZATION:

Vicar: _____

For Church Office Use Only:

Deposit _____ Amount received (including deposit) _____ Date _____

Church representative for this event _____

Trinity Episcopal Church

Letter of Indemnification

I, the undersigned, agree to indemnify and hold harmless the Church, its Bishop, Committee members, and employees from and against all liability, claims, fees, fines, proceedings, actions and/or causes of action of any nature arising of or in any way connected with the undersigned's use of Trinity Episcopal Church and/or property.

The undersigned agrees to be responsible for all damages, liability, claims, fees, demands, fines, proceedings, losses, actions and/or causes of action of any nature arising out of or in any way connected with the undersigned's use of Trinity Episcopal Church and/or property.

The individual signing this document certifies that he/she is duly authorized to execute this Letter of Indemnification on behalf of himself or herself or the applicant.

Date of Event: _____

Print name: _____

Signature: _____

Representing: _____

Signature date: _____

Trinity Episcopal Church

Rules for Use of Building

Thank you for considering the use of Trinity Episcopal Church for your event. We hope our facilities will suit your needs. We take the ministry of hospitality seriously and wish to work together with you and your group.

*All applicants must clear date and time with church office.

*All requests to use the church must be approved by the vicar at least 30 days prior to the event.

*Trinity members will be given priority to use the facility upon availability with the church calendar functions.

*All forms must be signed by the responsible person requesting the use of church or church room.

*The church office has a list of approved key holders that can lock/unlock the building, familiarize you with light switches, restroom facilities, etc. The name and number of a representative will be supplied to you prior to the event. The applicant will call the designated representative when arriving and departing the premises.

All groups must sign **Application for Building Use** and **Letter of Indemnification** forms for single use or ongoing use requests, including Trinity Church members (for personal use).

All ongoing use groups must also provide a current certificate of Public Liability Insurance.

The following are expected from groups using the facility:

1. All activity will be confined to the requested rooms with access to restrooms, hallways and stairwells as needed.
2. All groups will be responsible for room setup, normal cleanup, and returning the room to the condition in which it was found.
3. Groups may use Trinity's tables and chairs as needed and return them to their original storage places after the event. Applicant must supply extra tables and chairs if needed.
4. All groups are expected to bring their own paper products and food.
5. Everything must be cleaned and returned to original place, and garbage placed in designated receptacle.
6. Hooks may be used which have been placed in walls around the guild hall for decorations. **Do not** put new hooks in the walls.
7. All damage to the building, furnishings or equipment must be reported; the responsible party will be assessed the cost of repairs or replacement.
8. Contact designated representative to lock church before leaving the building.

The following are not permitted and will not be tolerated:

1. Gambling
2. Drug use
3. Smoking within the building
4. Alcoholic beverages
5. Open flames
6. Tape on the walls or floors
7. Firearms

A contact person will be assigned once the event is approved in case of emergency or any other needs.

Donations:

Donations listed are for the first four hours. An additional 50% will be added for the second four-hour block and each additional four hours thereafter (this includes set-up and clean-up time).

Trinity Church members – donations are accepted and appreciated.

*Members = parishioner in “Good Standing” according to the Episcopal Church

Non-Trinity Church members:

Guild hall only	\$200
Guild hall and kitchen (not including cooking)	\$300
Guild hall and full kitchen (including cooking)	\$400
Sanctuary	\$800

Deposits (deposit money will be refunded if there is no incurred loss or damage):

Guild hall and/or kitchen	\$100
Sanctuary	\$100

*Please note that negotiations may be made by the Vicar and Bishop’s Committee
based on need and circumstance.*

Revised 9/21/2022