

BUILDING USE PERMIT - WEDDINGS

Date and Time Requested for Wedding: _____

Date and Time Requested for Rehearsal: 5:00 PM _____

Person Responsible for the Building: _____

Address _____

Home Phone: _____ Cell Phone: _____ E-Mail: _____

If approved, the user will be governed by the following:

1. The person listed on this form is responsible for ALL areas of the property.
2. The Wedding Liaison assigned to your wedding will open and close the church doors for your rehearsal and wedding. You are responsible for letting her know when you need the church door open.
3. Your wedding and rehearsal dates will be reserved on our calendar, but will not be confirmed until the Breakage Deposit and this form is received and approved.
4. No drugs, alcohol or tobacco products are allowed **anywhere** on Church property.
6. Room Requirements:
 - a. **Any room used will be returned to the condition it was upon arrival.** Folding tables and chairs may be moved to suit your needs, but solid furnishings should not be rearranged.
 - b. If you will use our **kitchen**, please bring your own consumables (paper plates, cups, napkins, etc.). If you use our towels, please take them home to wash and return them.
 - c. If the **Sanctuary** is used, it must be treated with respect. Do not move anything on the altar. All appointments are to be undisturbed.
 - d. **Trash:** Place all trash in dumpsters, please tie off the garbage bags first.
 - e. **Thermostats** may be adjusted to a reasonable setting during your event. If you do so, please return them to the programmed setting before you leave the building.
 - f. Following your event the **lights** will be turned off in all spaces including hallways.
7. A Building Breakage Deposit of \$250 is due with this form. Please attach a check. Trinity will NOT deposit this check unless we do find damage after the wedding.

Signing below indicates that you have read and agree to the above conditions and will be responsible to assure all rules are followed.

Signature _____

Date _____

Office Use Only:

Approved By _____ Date _____

Damage Fee Received _____ Check # _____

Revised 08/16/19