

HOLY TRINITY EPISCOPAL CHURCH
25 E. Walnut St.
Oxford, OH 45056
513/523-7559; fax: 513/523-8068
holytooffice@gmail.com

APPLICATION AND PERMIT FOR USE OF HT FACILITIES
(Add additional pages as necessary to provide detail.)

Date of application: _____

Name of HT individual or group as in IIIA of the Building Use Policy:

Name of IIIB group or non-IIIB group: _____

Designated representative: _____

E-mail address: _____

Preferred phone number: _____

All applicants:

Facilities requested (please be specific, including any details about special needs):

Nature or types of use (please be specific, including all details needed for the Rector or Warden to assess this application in light of the policies):

Number of people involved: _____

Date(s) requested: _____

Time(s): from _____ to _____

The applicant, as indicated by the signature below, states that s/he has read the Building Use Policy and agrees to abide by the rules and regulations governing the use of the facilities of Holy Trinity Episcopal Church, Oxford, OH, as laid out in that document, and further agrees to be financially responsible for any damage, loss, or cleaning charges that result from his/her group's use of the church facilities or equipment.

Signature of the applicant: _____

+++++

Permission granted by _____ Date _____

Fee charged _____ Date received _____

Deposit charged _____ Date received _____ Returned _____

Key deposit required _____ Date received _____ Returned _____

Calendar marked _____

Bulletin announcement added, if appropriate _____

Custodians notified _____

Extra charges imposed (detail) _____

Responsible party notified _____

Date additional charges received _____

In case of emergency, call 911 if appropriate; or for emergencies with the equipment or building of HT, call _____