

+TRINITY EPISCOPAL CHURCH+
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E-Mail: trinitysecretary@townisp.com

APPLICATION FOR THE USE OF TRINITY CHURCH FACILITIES
September 1, 2020 – August 31, 2021

Name of Group/Organization: _____

Persons Responsible:

Person #1: _____
(name)

_____ (full mailing address)

Home Phone: _____ Business Phone: _____

Cell Phone: _____ E-Mail: _____

Person #2: _____
(name)

_____ (full mailing address)

Home Phone: _____ Business Phone: _____

Cell Phone: _____ E-Mail: _____

Date(s) of Use: _____

For continuing use please indicate for example, “every Tuesday from September through June,” and attach schedule giving exact dates and showing any variations due to holidays, vacations, etc. that would affect your usual schedule. There may be times during the year when special parish functions preclude use of Trinity facilities by outside groups. You will be notified in advance and in writing if such an event affects your scheduled time period.

Time of Use: From _____ To _____

Please note – this is the ENTIRE time you will be using space at Trinity – including any pre-event preparations and post-event clean up time. This is NOT just the time of your party or event.

Approximate Number of People Expected: _____

[over please]

Area Applied For (please check):

Lawrence Hall Lower Hall Common Room Kitchenette
 Kitchen Nursery Other _____

Contribution for your use of Trinity facilities _____

Do you need a key to enter the building? yes no

I have read the attached “**Rules for the Use of Trinity Church Facilities**” and am returning a signed copy with this application.

If approved, this application will be signed and returned to you
and will expire no later than August 31, 2021.

Date: _____ By: _____
(group/organization representative)

Date: _____ Approved by: _____
(for Trinity Church)