

Rental Process

The first step is to email the parish office at trinitysecretary@townisp.com and ask if the date and time you are considering is available. We welcome outside groups but of course, the scheduling of parish functions is a prime concern

It is strongly recommended that you make an appointment with the parish office during office hours (8:30 am – 1:30 pm Monday through Thursday during the summer months) to tour the spaces that might be of interest to you prior to making a reservation.

The next step is to print out and complete the required forms, sign them, and return them to the parish office. No reservations can be confirmed until the forms are returned and reviewed by Trinity - although in the interim, we will be happy to note your request on our calendar as a tentative event. If you need something special – such as long tables – we are happy to provide them IF you note this on your application form.

Please read all forms carefully and let us know if you have any questions. It is especially important that you note our winter policy if your event is planned for cold weather months, and also that you adhere to our no smoking and no alcoholic beverages policy.

Once your event is approved and confirmed, the forms will be signed by a Trinity representative and returned to you.

When Do I Pay and Get the Key?

About a week before your event, you should contact the parish office and make an appointment to come by during office hours, pay your deposits and fee, pick up the key, and have a detailed walk-through so that you will know locations of rest rooms, how to operate heat, lights, etc. This will also give you the opportunity to ask any additional questions you may have.

Who else will be in the building during my Event?

Because sound carries between the upper and lower halls, we make every effort not to schedule both rooms at the same time – especially when one might be a party and the other a quiet class like Yoga. If another group is scheduled at the same time as your event, we will let you know, and we will let them know.

Members of the Trinity community may or may not be onsite while you are here.

How do I return the key after my Event and when do you return my Deposits?

Please call the parish office as soon as possible following your event to arrange for return of the key. We have a limited number of copies of the key and many groups seeking to use Trinity facilities – so please make arrangements as soon as you possibly can. Keys should be returned by appointment, during office hours. If the areas you used were left as you found them, your \$50 deposit will be returned at the same time as the \$10 key deposit.

What if I have to cancel my event at the last minute?

Unlike facilities like hotels whose primary focus is renting space, we are a church. We understand that there can be last minute circumstances such as illness or weather which may affect even the best of plans. We have never imposed a penalty in these situations and would – with your notification by e-mail - return any funds you had paid to Trinity for the cancelled event.