

Holy Trinity Parish Hall  
Other Scheduling

ORGANIZATION: \_\_\_\_\_

FACILITY: \_\_\_\_\_

(see enclosed Hall floor plan)

FUNCTION

NAME: \_\_\_\_\_

REASON: \_\_\_\_\_

(ie: St. Patrick's Day, etc.)

CHECK IF FUNDRAISER: ☐

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

PERSON RESPONSIBLE FOR KEY PICK-UP AND CLEAN-UP:

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PHONE: \_\_\_\_\_

POSITION IN ORGANIZATION: \_\_\_\_\_

DATE: \_\_\_\_\_

OUR PARISH HALL IS A REFLECTION OF OUR HOLY TRINITY PARISH. AFTER YOUR EVENT, PLEASE LEAVE THE KITCHEN/MEETING ROOMS CLEAN. IF YOU HAVE FOUND YOUR REQUESTED FACILITY IN A DISORDERLY OR POORLY CLEANED FASHION. PLEASE LET US KNOW.