

Holy Trinity Parish Hall
Scheduling
Meetings

Organization:_____

Facility
Requested:_____

Date
From:_____ to:_____

Time
From:_____ to:_____

Frequency:_____
(ie: every third Wednesday)

Person responsible for Key pick-up and clean-up:

Name:_____

Phone:_____

Signature:_____

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.