

**Trinity Presbyterian Church**  
499 Route 70 East, Cherry Hill, New Jersey 08034-2462  
www.trinpres.org / Phone: 856-428-2050

**Use of Facilities Request Form**

**Person in Charge:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: 

<b>Daytime</b>	_____
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<b>Nighttime</b>	_____
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Fax Number: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_

**Name and Address of User Organization / Billing Information**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Description of Event**

\_\_\_\_\_

Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Finish Time: \_\_\_\_\_

**Set up Requirements**

Room to be set up: (please check all that apply)

Fellowship Hall    Ante Room    Community Room    Lower Level Conf. Rm.  
 Witherspoon, Room #(   )    Witherspoon, Center Room

Number of tables   \_\_\_\_\_ Round   \_\_\_\_\_ Number of chairs (8 chairs max.)  
                                 \_\_\_\_\_ Long   \_\_\_\_\_ Number of chairs (8 chairs max.)

**Seating Arrangements**

Classroom Style  
 Auditorium Style  
 Round Table

Number of chairs total \_\_\_\_\_

Other items required \_\_\_\_\_

\_\_\_\_\_

Yes No

\_\_\_ \_\_\_ **Piano** \*At least two weeks prior to your event you must determine if you want the piano tuned by playing it. If you want it tuned, then Trinity Church will schedule a tuning with their piano tuning company. There will be a separate \$175 charge due prior to your event for tuning of the piano.

\_\_\_ \_\_\_ **Organ**  
\_\_\_ \_\_\_ **Amplification Systems**

Please diagram set up below.

**Catering Requirements**

**Outside catering must be approved by the church. Please give details:**

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**Our facilities are handicap accessible, smoke-free, and alcohol-free. A contract will follow. All guests are expected to conduct themselves in a responsible manner. The person in charge will be responsible for any damage resulting from misuse or improper handling of the facilities.**

Signed \_\_\_\_\_ (Requestor) \_\_\_\_\_ (Date)

**\*\*For an emergency or question on the day of rental, please call Walt at 609-504-5168.\*\***

<b>OFFICE USE</b>	
Not for Profit-	\$
For Profit-	\$
Sexton Fee-	\$
Piano Tuning-	\$

**FOR OFFICE USE**

Calendar Checked OK \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Staff Meeting OK \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Property Manager OK \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Session Meeting OK \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

Approval Communicated \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

\_\_\_\_ Letter \_\_\_\_ Fax \_\_\_\_ E-mail \_\_\_\_ Phone

Fee \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Deposit Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

Repeat Event \_\_\_\_ Yes \_\_\_\_ No First Time Requester \_\_\_\_ Yes \_\_\_\_ No