



Facility Use Set-Up Request

Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

Organization Representative Arrival Time: _____ Departure Time: _____

Room(s) to be used: _____

Set-up completed by: _____

Staff Contact: _____

No. of Persons Participating: _____

Special Needs:

Is food being served? ☐ yes ☐ no

IF "YES" ANSWERED TO ABOVE QUESTION:

Is food being prepared on-site or is it being catered?

☐ Prepared at Trinity ☐ Food will be brought already prepared

Do you need food prepared by Trinity Kitchen staff? ☐ yes ☐ no

If catered, contact of catering company? _____

Is the use of the kitchen appliances needed? ☐ yes ☐ no

Note: If kitchen use is requested, please contact the church hostess four weeks prior to the event to make any arrangements. This also includes use of the ovens to "warm-up" food.

Beverages needed from Trinity:

☐ Coffee ☐ Tea ☐ Water

Will Trinity's linens be needed? ☐ yes ☐ no

Will Trinity's flatware and stoneware be needed? ☐ yes ☐ no

What Audio/Video capabilities are requested?

(Note: Trinity's A/V equipment includes: Two(2) large screens with projection capabilities from computer, DVD, & VHS. CD-player. Full sound system, with lapel & handheld mics. Stage with colored lighting.)

Other A/V Equipment requests: _____

Date Requested: _____ Requested by: _____

Received by Church Secretary _____ Date _____

Please draw a diagram on the back of this form to show the desired set-up of the room.