

Trinity Episcopal Church
1200 Main Street, P.O. Box 484
Fishkill, NY 12524
(845) 896-9884

Agreement for One-Time Use of Church Facilities

Requesting organization: _____

Name of person making request: _____

Mailing address: _____

Telephone: _____ Cell phone: _____

Email: _____

Driver's license number / state: _____

Business and employer identification number (EIN): _____

Are you a pledging member of Trinity Episcopal Church? _____

Type of event or activity: _____

Date requested: _____ Time: From _____ to _____

Approximate number of attendees: _____

Applicable fees circled below and agreed upon as follows:

Fellowship Hall:

Members for Personal Use		Nonmembers or Business Use	
3 – 5 hours	\$75	3 – 5 hours	\$100
Full day (more than 5 hrs.)	\$150	Full day (more than 5 hrs.)	\$200
Use of kitchen	\$25	Use of kitchen	\$25
Coffee service	\$50	Coffee service	\$50
Setup/removal of chairs	\$30	Setup/removal of chairs	\$30

Small Room: \$25 per event

Nonprofit organizations are required to make a contribution as arranged with Trinity Episcopal Church and agreed upon as follows: _____

The person or personal representative of organization whose signature appears on this Agreement is responsible for ensuring that all in attendance at the event adhere to the rules and regulations as outlined in the attached "Rules for Parish House Use" and "Policy for Use of the Parish House for Special Occasions."

Please note that an insurance certificate must accompany the signed Agreement.

The person or personal representative of organization jointly and individually agree to indemnify and hold harmless Trinity Episcopal Church for any and all damage to or theft from the premises or any of the facilities herein which occurs as an incident of its use or during (or the public invited) use thereof.

Signature: _____ Date: _____

For Trinity Use

Agreement received by: _____ Date: _____

Insurance certificate received by: _____ Date: _____

Payment received by: _____ Date: _____

Key #: _____ Key deposit received by: _____ Date: _____

Date key deposit returned: _____

Reason if key deposit was not returned:
