

Trinity Church

Date/Space Request Form

Date: Complete relevant section(s)

Requestor Name:	Requestor Email:	Phone #:

REQUEST Use of Space		
Name of Space	Date Requested & For what Purpose	Begin/End time

RESERVE Date on Calendar		
Name or title for Calendar Listing	Date of proposed activity or event	Begin/End time

ADD event to Calendar		
Title of program/event to be posted	Date of program/event and full description	Begin/End time

ADD content to Website		
Title of Content to be posted	Description & Complete text for website (attach copy of full text desired)	List ALL details pertaining to event

SUBMIT FORM TO TRINITY OFFICE or Office@trinitywrentham.org