

TRINITY EPISCOPAL CHURCH, WETHERSFIELD CT
APPLICATION FOR BUILDING USE

Name of organization requesting use: _____

Contact Person: _____ Phone: _____ E-Mail _____

Address: _____

Event Description: _____

Event Date: _____ Time: _____ Room(s) Requested: _____ Number of Attendees: _____

Will food be served? Yes () No () Will kitchen be used? Yes () No ()

Contact information for caterer (if any): Name: _____ Phone: _____

Is the sexton requested for set-up? Yes () No () A separate set-up fee is required and will be arranged in consultation with the Rector and Sexton

It is agreed that: _____
(name of organization)

1. assumes responsibility for the care of the facilities and conduct of its members and guests.
2. cleans up after event.
3. reimburses Church for damage to or loss of property that may occur from the use of the facilities and equipment by the group.
4. complies with the rules applicable to the use of the facilities (see Rules for Build Use).
5. shall defend, indemnify and hold harmless Trinity Episcopal Church, the Diocese of CT, their appointed and elective officers and employees, from and against all loss or expense, including, but not limited to, judgments, settlements, attorney's fees, and costs by reason of liability imposed by law upon the church, its elected or appointed officials or employees for damages because of personal or bodily injury, including death, at any time resulting therefore, sustained by any person or persons and on account of damage to property including loss of the use thereof, arising out of or in consequence of this function, whether such injuries to persons or damage to property is due to the negligence of the user, the employees, agents, guests, suppliers, contractors, or subcontractors of the user, the Church, the Diocese of CT, their employees or agents.
5. shall not exceed the maximum occupancy designated by the Fire Marshall: Parish Hall 270 lecture seating (chairs only), 126 dining/classroom (tables and chairs); Seabury Room 40 (tables and chairs), 88 (chairs only); Church 272; Lower Chapel 90 (chairs only), 43 (tables and chairs).

The church is not in business as a rental agency; however, individuals and organizations utilizing the building are asked to offer donations to cover the cost of heat, lights, equipment, etc.

The requested donation is: _____. Checks should be made payable to TRINITY CHURCH.

Organization Representative: _____ Date: _____

Parish Representative: _____ Date: _____