

Application for Use of Church Facilities

Holy Trinity Lutheran Church

1300 East Main St.
 New Prague, MN 56071
 (952) 758-3513 • (952) 758-4407 (fax)
www.holytrinityonline.org

Name or group: _____

Name of contact person if different from above: _____

Address _____

City/State _____ Zip _____

Phone _____ Work Phone _____

Person Responsible for Group _____

Day/Date(s) of requested use: _____

Today's Date: _____ Email Address: _____

Time of requested use including setup and tear down: From _____ To _____

Days of week – circle days needed: M T W Th F Sat Sun Number of people attending: _____

Custodial set-up requested: No Yes If yes, please fill out Room Request Form on page 3.

Will any equipment be needed? No Yes If yes, please fill out Room Request Form on page 3.

Rates for up to four hours of use

Facility	HTLC Members	Community Organizations	Non-members
Sanctuary ** (350 capacity) (no food or drink)	\$40	\$60	\$100
Fellowship Hall	\$40	\$60	\$80
Paul's Place	\$40	\$40	\$60
Room 205 A & B	\$30	\$40	\$50
Youth Room	\$25	\$40	\$60
Fireplace room 106 (no food or drink)	\$20	\$30	\$40
Luther Lounge	\$30	\$40	\$50
Kitchen	\$40	\$60	\$100
Room 206	\$20	\$30	\$40
Damage Deposit	\$100	\$200	\$200
** Custodial Fee	\$50	\$50	\$50

Total Rental Cost _____

Holy Trinity reserves the right to change rates as it sees fit depending on the usage situation.

Damage deposits will be forfeited if facilities are not left in the same condition found.

Technology resources available at HTLC

- There are 3 mounted LCD TV's in the building capable of broadcasting a message from a central computer.
- The sanctuary has dual projector displays, a computer with internet access and DVD player.
- There are three Wi-Fi access points throughout the building that cover the entire facility.
- There is a sound system available in fellowship hall
- Use of any technology resources must be arranged ahead of time and may incur an additional cost.

There is no charge for HTLC members to use the sanctuary for weddings.

**Custodial fee may be required for some events. A damage deposit is always required.

**Community organizations can apply for a fee waiver for ongoing activities such as scout meetings.

We agree to carefully supervise the activities and the facility and be responsible for any damage that might occur to the facility because of our use/misuse. We also agree to adhere to the conditions of use as described in the "Guidelines" on the reverse side. We relieve the church of all liability and/or responsibility for injury, damage or any mishap to any person participating in or attending the function, and to hold the church, staff, and all members harmless from all such consequences.

Signature of responsible party

Date

HTLC representative to open the building: _____

Contact number: _____

HTLC representative to close the building: _____

Contact number: _____

OFFICE USE ONLY

Date Received: _____ Approved: ___ Yes ___ No By: _____ Date: _____
Contacted responsible party: Phone: _____ Date & time _____ Left Message _____
Email: _____ Date: _____ Snail Mail: _____ Date: _____
Custodian Copied Date: _____
Added to Calendar: _____
Fee Collected: \$ _____ Date: _____
Damage Deposit Collected: \$ _____ Date: _____
Damage Deposit Returned: \$ _____ Date: _____
Building key issued: Yes No Date: _____

Comments: