

Most Holy Trinity Church
524 Mifflin Street
Huntingdon, PA 16652
814-643-0160; mhtcc@comcast.net

ACTIVITY REGISTRATION AND RESERVATION OF FACILITY APPLICATION

| |
|----------------------------|
| TODAY'S DATE: |
| NAME OF EVENT: |
| NAME OF ORGANIZATION: |
| NAME OF EVENT COORDINATOR: |
| ADDRESS: |
| PHONE NUMBER: |
| EMAIL ADDRESS: |

| |
|--------------------------------|
| DATE OF FUNCTION: |
| ROOM REQUESTED: |
| PREPARATION BEGIN TIME: |
| EVENT BEGIN TIME: |
| EVENT END TIME: |
| CLEAN-UP END TIME: |
| NUMBER OF PEOPLE EXPECTED: |
| WILL YOU BE USING THE KITCHEN: |
| SET-UP REQUIREMENTS: |

If you plan to have the Knights of Columbus provide the meal for your event please contact either Bill Benton (643-0739) or Dugan Bennett (643-6528) before submitting this application.

If alcohol is to be served, proof of liability insurance must be submitted with this application.

**A copy of the "Policy on the Use of Parish Facilities"
and "Rental Fees" are attached to this registration.**

Signature: _____

Date Approved: _____

Signature: _____

Rental Fee: _____

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RENTAL FEES FOR PARISH FACILITIES

1. *Rental for general meeting, seminars and/or business presentations :
 - \$50.00 per hour (non-food gatherings)
 - \$75.00 per hour (includes kitchen and dinnerware usage)
 - (Two-hour minimum applies. Partial hours are hourly rate)
2. *Wedding receptions, anniversary celebrations, banquets, etc.:
 - \$300.00 per day
3. *Registered parishioners (for the use of their immediate family) for receptions, banquets, anniversaries, etc.:
 - \$150.00 per day
4. Requests for exceptions, changes, or waivers to these fees must be made in writing and must be submitted with this application.

***All fees must be submitted to the office prior to the event.**

POLICY ON THE USE OF PARISH FACILITIES

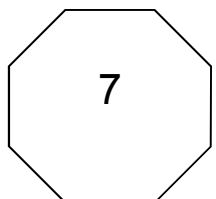
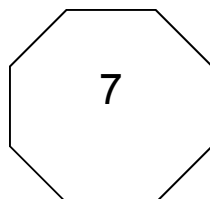
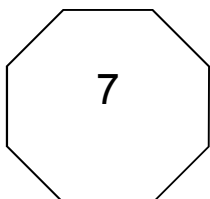
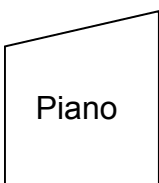
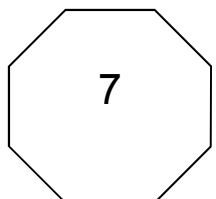
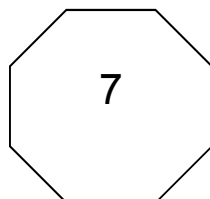
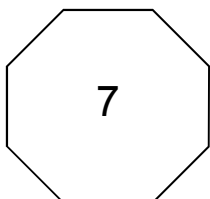
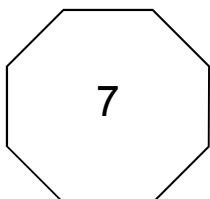
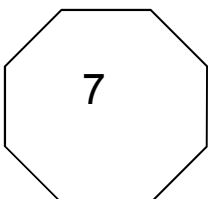
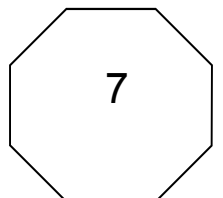
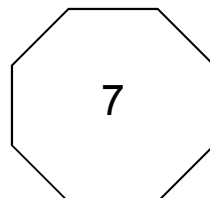
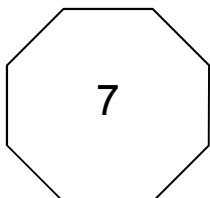
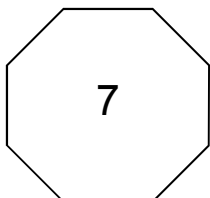
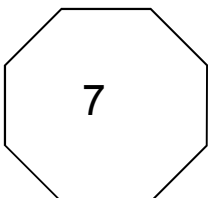
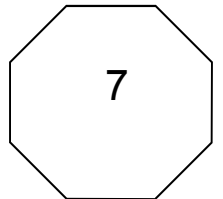
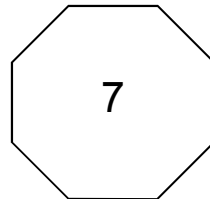
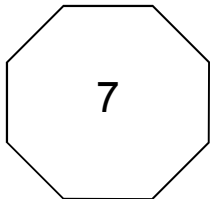
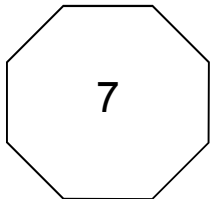
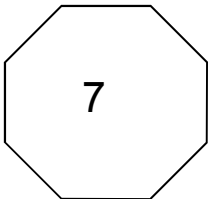
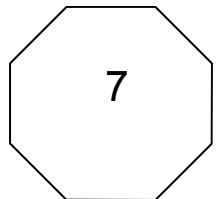
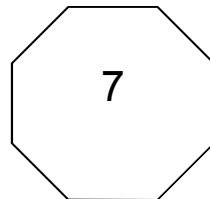
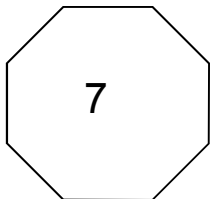
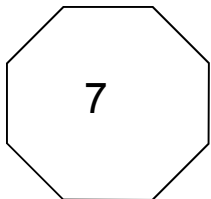
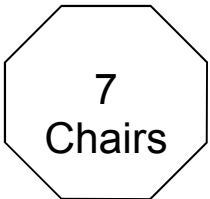
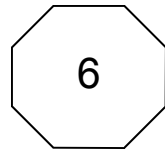
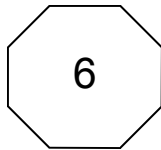
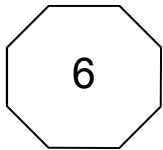
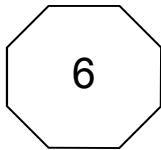
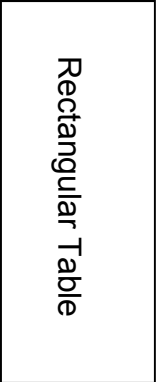
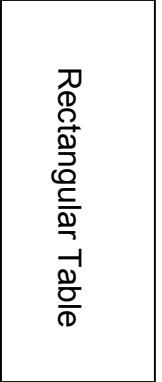
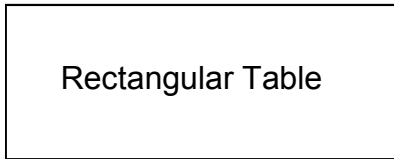
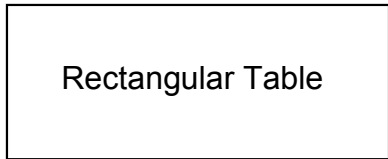
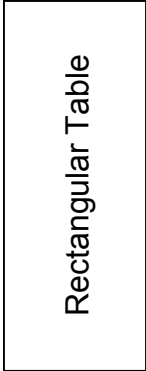
1. All church facilities including the plaza are non-smoking areas; this is a “Smoke-Free” facility.
2. Alcoholic beverages may be consumed in Trinity Hall and the Parish Hall (main floor) and are restricted to these rooms only. Groups serving alcohol must have liability insurance.
3. Alcoholic beverages cannot be sold on Most Holy Trinity Church premises. Rental parties are responsible for furnishing and removal of alcoholic beverages and/or containers, etc. Adherence to all state and municipal laws and regulations is required.
4. Scheduling the use and/or rental of the parish facilities is the responsibility of the parish secretary, with the guidance of the pastor according to the policy established and approved by both the Finance Council and Pastoral Council.
5. All events, including parish activities, must be scheduled by the parish secretary and placed on the parish Calendar of Events. Events will be scheduled on a first-come first-served basis.
6. Usage of parish facilities by **non-profit organizations** is under the discretion of the pastor based on the policy approved by the Finance Council and Pastoral Council. Organizations may be required to verify their non-profit status.
7. A Parish Rental Committee will review each request and specify the appropriate fee.
8. After the event, *tables and chairs in the hall must be arranged as indicated on the diagram on the reverse side.
9. **A clean-up check list must be completed and turned into the office immediately following the event. If the office is closed you may slip the list under the door.**

*Tables should be lifted when moving, not dragged.

Please make sure that the hall is set up in this manner before you leave.
Thank you.

Main Door

Kitchen Area



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TRINITY HALL CHECK LIST

EVENT: _____

DATE: _____

| TRINITY HALL DINING AREA | ✓ |
|---------------------------------------------------------|---|
| Clean furnishings used and arrange according to diagram | |
| Turn off all lights including the restroom lights | |

| TRINITY HALL KITCHEN (IF USED) | ✓ |
|--------------------------------------------------------------------------------------------------------|---|
| Dispose of food | |
| Clean counters | |
| Clean carts | |
| Take out trash | |
| Mop floor | |
| Return all items used to their proper place (carts, etc.). | |
| Retrieve all items stored elsewhere for your event (food in Education Center, etc.). | |
| **Wash towels, dish cloths, pot holders, etc. | |
| **Sign if you prefer to be billed by the Church for laundering of towels, etc. at a charge of \$10.00. | |
| Signature: _____ | |

EVENT COORDINATOR SIGNATURE: _____

STAFF SIGNATURE: _____