

Most Holy Trinity Church  
524 Mifflin Street  
Huntingdon, PA 16652  
814-643-0160; [mhtcc@comcast.net](mailto:mhtcc@comcast.net)

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## 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: _____ YES _____ NO
SET-UP REQUIREMENTS:
WILL THERE BE A GUEST SPEAKER? _____ YES _____ NO
NAME OF SPEAKER: _____
AFFILIATION/POSITION _____

**If you plan to have the Knights of Columbus provide the meal for your event please contact either Richard Evans(643-3959), George Lightner(669-1964) Bill Benton(643-0739) 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: \_\_\_\_\_