Event And Room Request
Trinity Evangelical Lutheran Church
716 Route 25A • Rocky Point, NY 11778  (631) 744-9355  Fax 631-744-9413 email:thefishchurch25a@gmail.com

Event
Event coordinator (A member of Trinity must be present at the event)
Event Coordinator: ____________________________________________________________
Phone ____________________ Email ______________________________

Witzmann Hall
Church

Great Room_____   Living Room____
Multi Purpose Room _____Conference Room____

Date of Event _______            Time _______
Purpose of event______________________________________________________________
Estimate number of guests ________
  fundraiser ☐  workshop ☐  seminar ☐
  project task ☐  ministry meeting ☐  family event ☐

Recurring event ☐ Yes ☐ No

*Setup time ________  Clean up must be done after any event.
*please note that setting up the day prior might conflict with use of room and other scheduled events.
Please be flexible with schedule.

Events details: ________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Trinity Church Member Event  This event is supported with volunteers ______
This event needs volunteers when approved ______
Private Party Event must provide their own help to set up and clean up
and be accompanied by a member of Trinity Evangelical Lutheran Church

*Please note:
  Event coordinator is responsible for room set up and clean up.
  Decorations are permitted and must be removed at end of event. Please do not use adhesive tape on walls.
  Check that all equipment, appliances and lights are off. Keys that are borrowed from office must be signed for
  and returned as soon as possible. Please remember to close all windows, adjust the temperature to original posi-
  tion, and check and lock all exit doors before leaving.
  Please arrange tables and chairs back to their original position.
  • No alcohol of any type is permitted in Witzmann Hall – guests are not allowed to bring it in the building or on
    the premises. Smoking is prohibited.
  • For all youth events: youth are to stay inside the building at all times, they are to exit the building only when
    leaving the event. Adult supervision is required.
  • Please take the garbage out to the dumpster located in the east parking lot.
  • A $3.00 per person donation is requested to cover costs for use of Witzmann Hall.