

Trinity Evangelical Lutheran Church
716 Route 25A
Rocky Point, NY 11778
631 744-9355

Request for use of Witzmann Hall

Name _____

Address _____

Telephone _____

Date Requested _____

Number of People attending _____

Things to remember:

- 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.
- Please remember to close all windows, adjust the temperature to original position, turn lights out and check and lock all exit doors before leaving.
- A \$3.00 per person donation is requested to cover costs for use of Witzmann Hall.

Signature _____

Date _____

Office use only
Date of Request _____

Request Approved by _____