

# Event And Room Request

Approved Date \_\_\_\_\_

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** Great Room \_\_\_\_\_ Living Room \_\_\_\_\_  
**Church** Multi Purpose Room \_\_\_\_\_ Conference Room \_\_\_\_\_

Date of Event \_\_\_\_\_ Time \_\_\_\_\_

Purpose of event \_\_\_\_\_

Estimate number of guest \_\_\_\_\_

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 position, 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.