



HOLY TRINITY LUTHERAN CHURCH

4275 Lincoln Way W, Massillon, OH 44647 • 330-832-5263

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MEMBER • FACILITY USAGE FORM

Name of Person Booking Event: _____ Phone: _____

Address: _____ Cell Phone: _____

City: _____ Zip Code/State: _____

Email: _____ Type of Function: _____

Name of Contact (if different than above) _____ Phone: _____

Email: _____ Cell Phone: _____

Date Requested: _____
Month Day Year

Event Start Time: _____
☐ AM
☐ PM

Time(s) Required (set up and clean up times must be included in the hours)

From: _____ ☐ AM ☐ PM TO: _____ ☐ AM ☐ PM Estimated Number Attending Event _____

Will alcohol be served? ☐ YES ☐ NO

If YES to alcohol being served, you must obtain Security. We will provide you with contact information to schedule.

NOTE:

Events where alcohol is being sold and or gambling is included must complete the Community Facility Rental Form.

ITEM/HOURS	FACILITY or SERVICE	RENTAL FEE	TOTAL
	Deposit - Community Center - Please provide separate check	\$50.00	
	Deposit - Fellowship Hall/Pavilion - Please provide separate check	No Charge	
	Holiday Booking Fee - see Facility Usage Guide for list	\$50.00	
	Community Center - Birthday Party (13 & younger) (4 hours)	\$60.00	
	Community Center—Birthday Party (13 & younger) additional hours	\$15.00 per hour	
	Community Center - Social Event (4 hours)	\$100.00	
	Community Center - Social Event - Additional hours	\$25.00 per hour	
	Community Center - Social Event (4 hours) > 150 Chairs	\$150.00	
	Community Center - Athletic Event (1 hour)	\$20.00	
	Community Center - Athletic Event - Additional hours	\$10.00	
	Community Center Kitchen	\$50.00	
	Fellowship Hall (1 hour)	Donation	
	Fellowship Hall - Additional hours	Donation	
	Fellowship Hall—Set up/Tear Down Fee	\$30.00	
	Conference Room/Rooms	No Charge	
	Pavilion	No Charge	
	Pavilion with Fellowship Hall Kitchen/Bathroom Use	Donation	
	COVID Cleaning Fee		\$25.00
		TOTAL	

Furniture requirements: (please indicate number required)

6' round tables and 8' rectangular tables seat 8 people, 3 diagrams are available for set up of the Fellowship Hall. Set up requirements **must** be turned in one week prior to the event. Tables must be covered while in use. Please do not drag tables across the floor when moving them.

Quantity	Quantity Available	Description
	25	Table Round - 6'
	22	Table Rectangle - 8'
	5	Table Rectangle - 6'
	325	Chairs

The member requesting the use of the Holy Trinity Lutheran Church facilities hereby absolves the church, its pastor, council members, or members of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damages to the Building Manager promptly.

The member using the facility is responsible for clean up, removal of trash, decorations and all food items plus making sure the facility is returned to its prior condition. (See Facility Use Procedures)

The deposit for the Community Center is due with this form by separate check. Remaining fees for the Community Center are due within 30 days prior to event.

Signature on this form accepts all fees, and Policies and Procedures in the Facility Usage Guide

Signature of Person Booking Event

Date

For Office Use Only:

Deposit Received ☐ Usage Payment Received ☐ Other ☐ _____

Approved By: (Pastor or Council President)

Date

Approved By: (Building Manager)

Date

CC:

☐ ☐ ☐ ☐ ☐
Calendar Custodian Maintenance Pastor Other: _____