

# Space Use Request

Holy Trinity Episcopal Church

5333 Clyde Park Ave. SW

Wyoming, Michigan 49509

Phone: (616) 538-0900

Email: [contactus@holytrinitywyoming.org](mailto:contactus@holytrinitywyoming.org)

Website: [www.HolyTrinityWyoming.com](http://www.HolyTrinityWyoming.com)

Name of Organization \_\_\_\_\_

Responsible/ Contact Person \_\_\_\_\_

\*\*Non-Profit Status \_\_\_\_\_ Federal ID No. \_\_\_\_\_

Address \_\_\_\_\_

Organization Day Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Organization's Purpose \_\_\_\_\_

Event Name and Description \_\_\_\_\_

Date of Request \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Which day of the week?

Monday       Tuesday       Wednesday       Thursday

Friday       Saturday       Sunday

Room (s) Requested:

Sanctuary       Kitchen       Fellowship Hall       Conference Room

Number of Participants \_\_\_\_\_

Special Requests \_\_\_\_\_

Agreed Upon Fees \_\_\_\_\_