

**Ascension Holy Trinity  
Facility Rental Application and Agreement**

The date requested will not be guaranteed until this agreement is completed and returned (along with \$50 down payment) to Ascension Holy Trinity Parish, P.O. Box 1512, Highland NY 12528.

Name of Individual(s) or Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Name of responsible individual or organization representative to be in attendance at the function: \_\_\_\_\_

Telephone #(s): \_\_\_\_\_

Date(s) requested: \_\_\_\_\_ (not available Sunday's until after 3pm)

Hours of use: from \_\_\_\_\_ to \_\_\_\_\_ (must leave premises no later than 9 p.m.)

Intended use of facility (describe in detail what use you are applying for):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated number of people attending activity: \_\_\_\_\_

Smoking is prohibited on the premises.

The tables and chairs belonging to Ascension Holy Trinity Parish are available to the user.

The kitchen is also available, including the stove. The refrigerator may or may not be available depending on the inventory of our food pantry at the time.

The user agrees to set up the tables and chairs before their event and to take them down afterward, restoring them to their original location. The user further agrees to clean up the remains of food and drink served during the time of the event along with all other refuse from activities of the group. The user also agrees to place any garbage bags in the container located by the west entrance of the parish hall. If there is more garbage than will fit in that container, the user agrees to take the rest of the garbage away with them.

User will be sure that windows are closed, lights are off, and heat is down to 55 degrees. The doors between the kitchen and the hall should be closed when leaving.

(Name) \_\_\_\_\_ agrees to pay \_\_\_\_\_ (in addition to the down payment) to Ascension Holy Trinity for the use of the Parish Hall. Full payment is due 1 week prior to the event. The down payment will be returned to the user upon inspection of the Parish Hall. Ascension Holy Trinity agrees to return the down payment (if applicable) within 10 business days.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title (if applicable): \_\_\_\_\_

Ascension Holy Trinity Representative: \_\_\_\_\_  
Title: \_\_\_\_\_  
P.O. Box 1512  
Highland, NY 12528