

Holy Trinity School Facility Rental Application Form

Applicant Information

Field	Required Information
Organization/Group Name:	
Contact Person (Full Name):	
Mailing Address:	
City, Province, Postal Code:	
Phone Number (Day):	
Phone Number (Evening/Cell):	
Email Address:	
Type of Organization:	(e.g., Non-Profit, Corporation, Private Individual, Sports League, etc.)

Event Details

Field	Required Information
Event Name/Purpose:	
Date(s) of Rental:	(Please specify if recurring)
Day(s) of the Week:	
Start Time:	(Including setup)
End Time:	(Including cleanup)
Total Estimated Participants/Attendees:	
Age Range of Participants:	
Specific Space(s) Requested:	(e.g., Gymnasium, Theatre, Classroom, Soccer Field, etc.)

If Gymnasium, specify size:	(Full-Size or Small)
Setup Requirements:	(e.g., specific seating arrangement, tables, access to projector/screen)
Special Equipment Needs:	(e.g., sports equipment, sound system, piano)

Insurance and Liability

I understand that Holy Trinity School requires all renters to provide proof of Comprehensive General Liability Insurance, in the amount of no less than Two Million Dollars (\$2,000,000), naming "Holy Trinity School" as an additional insured. This certificate must be provided no later than 14 days prior to the first rental date.

I confirm that I will provide the required insurance certificate.

Acknowledgement and Agreement

I, the undersigned, have read and understand the rental policies and terms and conditions of Holy Trinity School (HTS) and agree to abide by them. I understand that this application is subject to approval by HTS and that a 25% deposit is required at the time of confirmation to secure the space(s).

Applicant Signature: _____

Please contact Mary Bramley, Facilities Coordinator for any questions. She can be reached at bramleym@hts.on.ca

Date: _____

HTS Office Use Only

Field	Details
Application Date Received:	
Space Availability:	() Yes () No
Insurance Received:	() Yes () No
Rental Rate Quoted:	\$
Deposit Required (25%):	\$
Deposit Paid Date:	
Application Approved By:	
Confirmation Date:	
Notes:	