



Holy Trinity Lutheran Church
 517 SW Des Moines Street, Ankeny, IA 50023
 FACILITY RESERVATION FORM

For Office Use Only	
Date Received:	_____
Approved:	_____
Room assigned:	_____
Notified:	_____

Event: _____

Date(s) Requested: _____
 (please circle on the back, if requesting more than one date)

Time of Event: start _____ end _____ Time Needed for set-up: _____ Tear Down _____

Room Preference: _____ Number of People Attending: _____

Special Set-up and/or Equipment Requests: _____
 (please attach a separate sheet if there is a special set-up that is needed)

Contact Name: _____ Preferred Phone: _____

Address: _____
Street City State Zip Code

Preferred Email: _____

Sponsoring Group: _____

This completed form is required to reserve your date. Non-Profit organizations are not charged a fee. See the Building Use Policy for appropriate fees. Groups that are charged a fee should pay the reservation fee when this form is returned to reserve your date.

1. All community groups are required to sign the enclosed "Church Usage and Hold Harmless Agreement" or provide a copy of their Certificate of Insurance (such as Scouts) listing Holy Trinity as additional insured. If your organization has provided proof of insurance, each individual troop/den does not need to supply a separate one.
2. All community groups are required to *bring their own supplies*, such as coffee, disposable cups, plates, napkins, etc.
3. All set up, clean-up and removal of items need to be completed during approved times.
4. The group's representative (the undersigned) will be responsible for the group's compliance with all Holy Trinity rules and regulations - see the enclosed Building Use Policy.
5. No alcoholic liquors or beverages, or drugs are to be brought to or consumed in the building or on the grounds. Smoking is prohibited on church property.
6. All activities must be appropriate for the facility's intended use.
7. The undersigned is responsible to find out whether a key will be needed by the group. If required, a key may be picked up at the church office during regular office hours and **must be returned** on the first business day after the event OR at the end of the program year.

Holy Trinity Lutheran Church reserves the right to decline acceptance of this application based on the nature of the event and to make inspections at any time.

"My signature below indicates I have received the BUILDING USE POLICY and agree to read its contents and abide by the policies and procedures. I also understand I am responsible for any/all damages to the building, property and/or equipment while said premises are occupied by me and/or my guests. In addition, I agree to indemnify and hold harmless Holy Trinity Lutheran Church, the pastors and church personnel from all liability to me or my guests as a result of my conduct or the conduct of my guests."

Signature: _____ Date: _____

Holy Trinity Lutheran Church | 2019-2020 CALENDAR

23 Ankeny Schools Start

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

26 [Ash](#) Wednesday

2 [Labor Day](#)

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16-20 Ankeny Spring Break

OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

5-11 Holy Week
 9 **Maundy Thursday**
 10 **Good Friday**
 12 [Easter Sunday](#)
 13 Easter Monday

28 [Thanksgiving Day](#)

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY '20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25 [Memorial Day](#)
 29 Ankeny Schools Last Day

24 **Christmas Eve**
 25 [Christmas](#)

DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE '20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22-26 [Vacation](#) Bible School

1 [New Years Day](#)
 2 Ankeny Schools Resume

JANUARY '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 [Independence Day](#)