

TRINITY EPISCOPAL CHURCH

BUILDING USAGE FORM

Informed by CDC Guidelines Version 3 – December 13, 2021

As Episcopalians, we are charged with loving our neighbors as ourselves, and respecting the dignity of all people. During the global Covid-19 crisis, we strive to remember these foundational ideals and, along with prevailing medical science, consider the safety and well being of every member of our church family, and wider community.

Date Request Made _____

Date of Event or Start or Recurring Event _____ **Time of Event** _____

Is this a Recurring Event? Yes ___ No ___ **Frequency?** Daily ___ Weekly ___ Monthly ___

If requesting for more than one day of the week, which days? Please mark all that apply:

M ___ T ___ W ___ TH ___ F ___ S ___ SU ___

Group Requesting Building Usage _____

Contact Name and Phone Number for the Group _____

Room Requested _____

I understand that, as the representative for my group, I am responsible for ensuring all group members abide by the community covenant, and that the space(s) used will be clean and tidy upon our departure. Failure to respect the space utilized may result in loss of building usage privileges. Likewise, failure to abide by the community covenant and mask requirement may result in loss of building usage privileges.

Printed Name

Signature

Date

Please send completed forms (photos are fine) to Angela Henderson at AHenderson@TrinityTulsa.org. Your event may be considered scheduled when you receive confirmation from Jan. Questions? Call 918-582-4128.