

TRINITY EPISCOPAL CHURCH

BUILDING USAGE FORM

Informed by CDC Guidelines Version 2 – March 11, 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** _____

(March 15th , 2021 or later)

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 _____

(Great Hall only until we enter Phase 1, except for AA, which will use the IG dining room)

I understand that, as the representative for my group, I am responsible for ensuring all group members abide by the community covenant, which must be signed by every member. I also understand that I am responsible for collecting cleaning materials from the front desk to sanitize the space we use after our meeting or event. Cleaning materials must be returned to the front desk after use. Failure to sanitize 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 Jan Schneider at JSchneider@TrinityTulsa.org. Your event may be considered scheduled when you receive confirmation from Jan. Questions? Call 918-582-4128.