



Saint Timothy's Episcopal Church

8101 Beechmont Avenue - Cincinnati, OH 45244-3196 513-474-4445 www.SaintTimothys.com
Peg Fortuna, Parish Administrator administrator@SaintTimothys.com

REQUEST FOR USE OF CHURCH FACILITIES

Date Submitted ___/___/___ By: _____

Reserve Date From ___/___/___ To ___/___/___

Reserve Time From _____ To _____

Event Time From _____ To _____

Event Description _____

Name of Event/Group _____

Number of People Expected _____

Room(s) Desired _____

Equipment Desired _____

CONTACT PERSON NAME _____

CONTACT PERSON PHONE _____

CONTACT PERSON EMAIL _____

As a representative of the above mentioned group, I agree to the terms and conditions outlined in St. Timothy's Building Use Policy. By signing below I acknowledge that I have read said policy and understand failure to comply could result in financial responsibility for damages and/or removal of building use privileges.

Signature

Name (please print)

FOR OFFICE USE ONLY

Date Approved ___/___/___

Room(s) Assigned _____

The mission of St. Timothy's is to restore and deepen every human being's relationship with God and each other in Christ.