



SAINT TIMOTHY'S EPISCOPAL CHURCH

8101 Beechmont Avenue · Cincinnati, Ohio 45255-3196 · 513-474-4445 · www.sainttimothys.com
Nancy D. Schwartz, 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 (daytime) _____

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 assigned _____

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