



292 Old Tappan Rd.  
Old Tappan, NJ 07675  
(201) 664-5904

Pastor Kirsten Shepler-Ross

[pk@trinityoldtappan.com](mailto:pk@trinityoldtappan.com)

REQUEST FOR CHURCH USE

Name: \_\_\_\_\_  
(Organization Officer or Individual)

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Organization: \_\_\_\_\_

Reason for Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date & Time Requested: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Liability Insurance: (attach copy of policy)

Amount: \_\_\_\_\_

I have read and understood the rules governing the use of church facilities and agree to abide by their provisions.

Signed: \_\_\_\_\_

Please return this form along with the completed HOLD HARMLESS AGREEMENT and a copy of the insurance policy to: Trinity Reformed Church attention of Pastor Kirsten Shepler-Ross

Note: The use of our premises is contingent upon the receipt of a certificate of insurance from the organization or individual (homeowners policy) requesting the use of the premises and must be filed with the use of buildings chair-person prior to the date of use.