

TABLECLOTH USE POLICY

Trinity Fellowship owns a number of fabric tablecloths that were purchased for church events. These tablecloths are made available for other events, as noted below. Tablecloths must be requested two weeks in advance. By signing the agreement below, the person responsible for the event assumes responsibility for their return to the church. Where a fee is charged, checks are to be made payable to Trinity Fellowship and submitted with this signed agreement.

In all cases of non-Trinity-sponsored events, whether at the church or away, the person or group using the tablecloths agrees that if after cleaning, they are deemed unusable, a reimbursement fee will be charged, payable to Trinity Fellowship. The reimbursement fee will be the current price of tablecloths charged by the vendor used by the church.

Candle wax residue, red or grape punch stains, or any other indelible stains on the tablecloths will deem them unusable. Tablecloth cleaning will be done only by Trinity-designated persons. Every effort is made to have the tablecloths in non-wrinkled condition before use. However, clean tablecloths may be pressed before use if desired. (Use a cotton setting and plenty of steam.)

Trinity-sponsored Events:

For Trinity-sponsored events held at the church or elsewhere, there is no charge for the use or cleaning of the tablecloths.

Non-Trinity Events Hosted by Trinity Members

For Trinity members hosting non-church events **at the church**, a cleaning fee of \$3.00 will be charged for each tablecloth used.

Requests by Trinity members for tablecloth use away from Trinity will be considered on a case-by-case basis. If approved, the cleaning fee is \$3.00, as above.

Non-Trinity Events Hosted at Trinity by non-members

Occasionally outside groups rent our facilities for receptions and other events. Tablecloths may be used for these events at the above cleaning fee, \$3.00 per tablecloth.

Non-Trinity Events Hosted Away from Trinity by non-members

This use is not permitted.

Event: _____ Date of event _____ Date of application _____

Location of event: _____

Check one: Trinity sponsored event _____ Private event _____

Number of tablecloths needed:

Round _____ (80" in diameter, for a 60" diameter table with a 10" drop)

Rectangle _____ (____x____) for 6' table

Rectangle _____ (____x____) for 8' table

Applicant's name _____

Mailing address _____

Daytime telephone number _____

Other contact information (e-mail, other phone) _____

By signing this application, I agree to all the requirements and terms stated above.

(Signature) _____

For Office Use Only. Do not write below this line.

Application approved by _____ Date _____

Fee for tablecloth cleaning _____ x \$3.00 = _____ Check no. _____ Rec'd by _____

Date of return _____ Initials of person accepting returned tablecloths _____

Reimbursement fee _____ x _____ = _____