

We appreciate your interest in our facility and we thank the Lord for providing us with this wonderful building and hope you find it a blessing. Our facility is available for your parties, meetings, receptions, athletic and many other events. The facility is available year-round.

AREA	COST
Cafetorium/Auditorium	\$100 per hour
Cafetorium/Auditorium & Kitchen	\$120 per hour
Classroom	\$25 per hour
Gymnasium, entire	\$100 per hour
Gymnasium, ½	\$50 per hour
Sound System w/operator	\$50 per hour
Soccer Fields	\$25 per hour
Security Deposit	50% deposit

STEP 1 – Availability. To begin the Building Usage process at Trinity. Please contact Director of Events, Mrs. Gianakopoulos at melissag@trinitychristian.info or 815.577.9310 ext 54 at your convenience to determine availability. Priority for Building Usage is as follows:

1. Approved Trinity curriculum and Trinity student extracurricular activities;
2. Trinity Parent or other school-related activities;
3. Christian community and non-profit groups;
4. Non-Christian community groups; and
5. For-Profit Groups.

STEP 2 – Application. To be granted usage, an applicant must complete and submit the Building Usage Application Packet to the Director of Events. The following documents **MUST** be submitted for each event:

- Signed original of the Election to Lessee Regarding Rental of School Facilities;
- Signed original of the Hold Harmless Agreement;
- Completed Building Use Request Form;
- Proof of liability insurance naming Trinity as an additional insured; and
- 50% deposit required.

STEP 3 – Submission to Board of Directors. Once all of the documents in Step 2 are fully completed and returned to TCS along with the required deposit, the Director of Events will submit the application to the Board of Directors for final approval.

STEP 4 – Event Scheduled. Upon Board approval, the event is scheduled and placed on the official building usage calendar.

Please be advised that fees apply for the entire time you expect to be in our facility. Time needed for set-up, clean-up and for your participants to vacate the facility must be included in the hours you request.