



## Use of Space Request

Group/Organization Name:	
Activity Requires Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Group has their own Insurance*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance through Trinity	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Please attach a copy of Insurance Certificate	

Permit Holder Information		
Position/Title	First Name	Last Name

Address Information			
Street Number		Street Name	
		Suite/Unit Number	
City	Province	Postal Code	Email
			Website

Facility Type (Please list the type of Facilities you require)
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Type of Activity
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Booking Information					
	Dates		Times		Attendance
	Start	End	Start	End	How many people?
	MM/DD	MM/DD	HH:MM	HH:MM	
			AM/PM	AM/PM	
Monday	/	/	:	:	
Tuesday	/	/	:	:	
Wednesday	/	/	:	:	
Thursday	/	/	:	:	
Friday	/	/	:	:	
Saturday	/	/	:	:	
Sunday	/	/	:	:	

\*Please Note: On the day of your event, if you have more people in attendance than originally noted you may run the risk of your permit being cancelled. On the day of the event(s), the Permit Holder must have a copy of the permit for the allotted time, to provide to Church staff when requested. The Permit Holder understands and agrees that the Permit may be cancelled at any time by the Trinity and that in the event of such cancellation there will be no claim for any loss, damage or expense whatsoever. All cancellations by the Permit Holder must be received at least one week prior to the permit event date and are subject to cancellation fees.

Equipment Request (list amount of each type of equipment)	Other Requirements
Example: tables, chairs, gym equipment etc.	

RELEASE, WAIVER & INDEMNITY: The Permit Holder, for itself, its heirs, executors, administrators, successors and assigns hereby releases, waives and forever discharges the Presbyterian Church in Canada, Trinity Presbyterian Church - York Mills, its employees, agents, contractors, consultants, representatives, elected and appointed officials, successors and assigns (all of whom are called the "Church Indemnities") of and from any and all claims, demands, losses, damages, costs, actions and other proceedings whatsoever, whether in law, statute or equity, in respect of death, injury, loss or damage to the Permit Holder or property, howsoever caused, except to the extent caused by or attributable to the negligent or intentional acts of Trinity Presbyterian Church - York Mills and those for whom the Church is at law responsible. The Permit Holder further agrees to indemnify and save harmless the Church Indemnities from and against any and all liability incurred by any or all of them arising as a result of, or in any way connected with the issuance of this Permit, except to the extent such liability arises from or is attributable to the negligent or intentional acts of the Church Indemnities or those for whom the Church is at law responsible. This Permit is made subject to the conditions on the reverse side which are subject to change, and the Permit Holder agrees to comply with those conditions and to ensure compliance by his or her members and participants. By signing this form, I acknowledge that I have read and that I understand this form, and I agree to be bound by its contents.

\_\_\_\_\_  
**Authorized Signature of Group/Organization**  
 (If not a Legal Entity, Signature of Individual(s) Assuming Personal Responsibility)

\_\_\_\_\_  
 Date (yyyy-mm-dd)

Notice of Collection The personal information on this form is collected to process an application for the use of Trinity Presbyterian Church - York Mills facilities for an event. Questions about this collection can be directed to the Church Administrator.