

Trinity United Methodist Church

1205 Dolley Madison Blvd.

Mclean, VA 22101

Office: (703) 356-3312 Fax: (703) 356-9119

Building Use Request

Date of Request _____

Organization/Individual requesting Space: _____

Contact Person _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ Fax: _____

Address: _____

E-mail: _____

Is Organization: Nonprofit? _____ For Profit: _____

Space(s) Requested: _____

Date(s) Requested: _____

If weekly or monthly meeting, indicate: Start Date: _____

End Date: _____

Time(s) Requested: _____

Person Responsible for Clean-up: _____

Keys Requested: Yes / No # of Keys Given: _____ To Whom: _____

Key Deposit: _____

Special Requests: _____
