

AN EPISCOPAL SCHOOL

HOLY

TRINITY

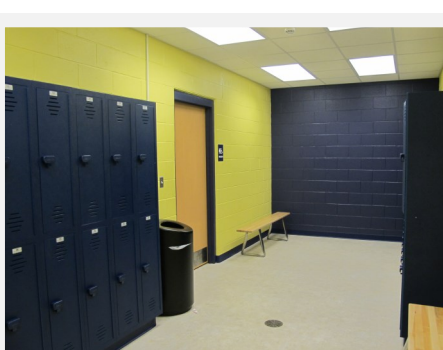
THE BEST YOU



FACILITIES
RENTAL

The facilities available for rental are located at the Daisy Lane campus, 11902 Daisy Lane, Glenn Dale, MD 20769, and include:

- Reiber Arts & Athletic Center (approx. 20,000 square feet, basketball courts, volleyball courts, locker rooms, PA system, scoreboards, and bleachers);



- Regulation-sized soccer field (115 X 67 yards), with bleachers;



- Multipurpose room (60 X 50 feet), equipped with a kitchen and indoor bathrooms;
- Band room (60 X 50 feet), equipped with a movable stage and indoor bathroom;
- Several classrooms; and equipment such as VCR, TV, DVD players, LCD projectors, piano, tables, chairs may be offered for use depending on the application.

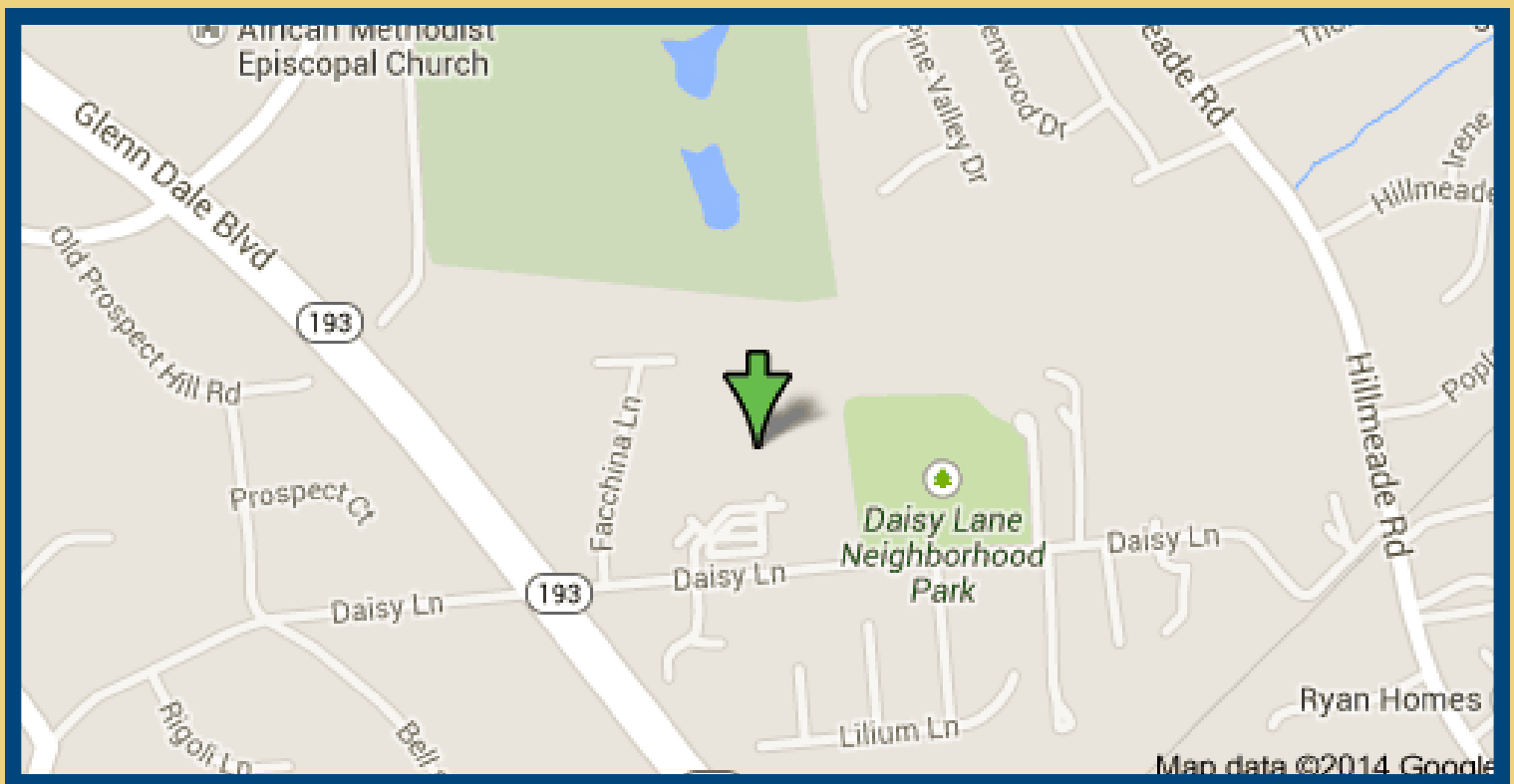
General requirements for renting facilities:

- A responsible representative of the group/organization desiring must submit a Request for Use Form to the Business Office at least 3 weeks prior to the desired date.
- There will be a rental facilities fee and additional fees if custodial help is required.
- Holy Trinity School reserves the right to accept or decline any applicant.
- If needed, Holy Trinity School reserves the right to require a background check of any prospective applicant (this is typical for long-term use of the facility). The cost of the background checks shall be the responsibility of the applicant.
- The School facilities may not be used for programs/activities deemed likely to damage the school grounds/equipment or for use to promote private, profit-making enterprises.
- A copy of the group/organization insurance policy in the name of the organization listing Holy Trinity School as additionally insured and/or the certificate holder; and
- If Holy Trinity School accepts the request, the interested party must submit a Facilities Use Agreement Contract.

The Request for Use Form and the Facilities Use Agreement Contract may be downloaded from the Facilities Rental Webpage on the school site.

For more information, please contact Dr. Victor Shin,
vshin@htrinity.org, 301-464-3215, ext. 203.

FACILITIES RENTAL



Holy Trinity: An Episcopal School
11902 Daisy Lane
Glenn Dale, MD 20769