

First Trinity Lutheran Church

4th & E Streets, N.W. Washington, D.C. 20001

Hostel Request Form

The congregation of First Trinity Lutheran Church requests that all groups wishing to use the church facilities briefly state why they wish to use the building, and explain the purpose of their organization. Groups desiring to use the building for profit will not be considered. Members of this congregation are very interested and excited about what takes place at First Trinity, and believe good stewardship of the facility includes awareness of who is using the church building and for what purposes. Please complete the following information. **We do not accept groups of 4 or less.**

Name of Organization: _____

Address: _____

Telephone: _____

Fax: _____

Contact Person: _____

Contact person cell phone: _____

Contact person email: _____

Arrival Date and Time: _____

Departure Date and Time: _____

Type of transportation (car, airplane, etc): _____

Number of people in group:

Rate (per person/night): \$25 for groups 5-10; \$20 for groups 11-20; \$15 for groups of 21 +

Meal option (yes or no):

Rate: \$7 per person per day for 2 meals each day

Please describe the purpose and goals of your visit to DC:

Deposit: _____ Balance due upon Arrival. Signature _____

A DEPOSIT OF \$200.00 IS REQUIRED AS SOON AS POSSIBLE IN ORDER TO RESERVE YOUR SPACE. IF ANOTHER GROUP'S DEPOSIT IS RECEIVED BEFORE YOURS, YOU MAY FORFEIT THE TIME BEING HELD FOR YOU. \$100 of the deposit is non-refundable. The remaining \$100 will be refunded after your stay unless the kitchen is left in disorder, as per the Hostel Information and Guidelines.

Please return this form to:

First Trinity Lutheran Church
309 E. Street, N.W.
Washington, D.C. 20001
Phone:(202) 737-4859 Fax: (202) 628-0571
E-Mail: ftrinity@aol.com