



Diane Rosenbaum &lt;rosenbaumd@trinityprep.org&gt;

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## Form Submission Received for form: Calendar Permit and/or Use of Campus Facilities

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**Diane Rosenbaum** <rosenbaumd@trinityprep.org>  
To: Diane Rosenbaum <rosenbaumd@trinityprep.org>

Tue, Dec 8, 2015 at 9:57 AM

**Form Name:** Calendar Permit and/or Use of Campus Facilities

**Submitted:** 12/07/2015 11:40 AM

**Submission ID:** 64498

**Submitter's Email:** [hietpass@trinityprep.org](mailto:hietpass@trinityprep.org)

**Name of Applicant:**

Susan Hietpas

**Applicant's Email:**

[Hietpass@trinityprep.org](mailto:Hietpass@trinityprep.org)

**Telephone Number:**

x556

**Sponsoring Organization:**

TPO

**Event Date:**

12/16/2015

**Event Title:**

Lost and Found pick-up

**Day of the Week:**

Wednesday

**Event Beginning Time:**

7:30 am

**Ending Time:**

12:00 pm

**Building / Location:**

Education Center - Breezeway

**NOTE:** When requesting the use of certain facilities, please verify availability with the individual below **before** submitting:

**Auditorium or Freitag & Falk Theater (Brokaw):** Janine Papin (321-282-2508)

**Kelly Kranze Room (Fall Semester Only):** Randi Rolek (321-282-2511)

**Rupp Conference Room (Brokaw):** Linda Rizzo (321-282-2512)

**Event Description:**

Students may look for lost and found items before and after exams. Any items remaining will be donated to Families in Transition of Seminole County

**Additional Use Time (beg & end time):**

**Number Persons Expected:**

100

**#of Chairs:****# of Tables:**

3

**Lectern:**

yes

**Other:****Do you have any audio/visual or technology needs?**

No

**Do you want to request a message on the E-Sally Sign?**

No

*Contact Sage Dining for Food Service Needs: [321-282-2520](tel:321-282-2520)**Contact the Business Office for Security Needs: [321-282-2525](tel:321-282-2525)**Note: Additional charges may apply for Security, extra cleaning, and/or Food Service.**[Tablecloth Requests](#)***Special Instructions:**

Deliver 2 tables and place across from treats for kids

*To submit this form click on the submit button below. The form will be sent directly to the Headmaster's assistant.**She will provide copies to the Business Office, Maintenance Dept., Custodial and Sponsor.*Results for all submissions: [https://www.trinityprep.org/cf\\_forms/admin.cfm?cmd=reports&formid=43](https://www.trinityprep.org/cf_forms/admin.cfm?cmd=reports&formid=43)

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[rosenbaumd@trinityprep.org](mailto:rosenbaumd@trinityprep.org)**EXCEL ■ CONTRIBUTE ■ LEAD ■ GROW**

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