

# Trinity Lutheran Church

## Facility Usage Policies and Procedures

Trinity Lutheran Church encourages the use of its facilities as a resource to our members, as well as community members, with priority on religious, cultural, educational and civic activities. Trinity reserves the right to refuse or cancel the use of the facility by any individual, group or organization. Trinity Lutheran staff or leaders may use the facilities during the term of the agreement, provided such use does not unreasonably disturb the group using the facility.

### Scheduling

Priority for scheduling usage of the facility is as follows: 1) church ministries, 2) Christian ministries the church supports, 3) members of the church, 4) the Christian community, 5) the community at large. Funerals will always have priority, and other events may be reassigned or rescheduled in the event of a conflict.

### Facilities Use Agreement

1. All requests to use Trinity Lutheran facilities must be completed and signed by the representative of the party, or organization, desiring to use the facility.
2. Board of Trustee representative must approve the request on behalf of Trinity Lutheran Church.
3. Any non-refundable fees are due at the time the Agreement is accepted and signed by all parties. Full payment of usage fees are due prior to the event being held.
4. Fees may be waived or reduced by the Board of Trustees if the event is one in which Trinity Lutheran has committed to supporting as part of its mission, support to the Trinity community, or the community at large.

### General Rules and Regulations

1. Church facilities may **not** be used for a commercial business purpose.
2. No alcoholic beverages, drugs, tobacco products or firearms are permitted on church property without prior approval.
3. The sanctuary is to be used for worship related purposes only, unless negotiated with a Board of Trustees representative and the pastor. No moving of liturgical furniture, art or paraments without the permission of the Pastor.
4. The organizer is responsible for providing competent and adequate supervision for all activities at all times. The organizer will be responsible for the conduct of participants and keep the event contained to the area and agreed to purpose. Youth groups and young children must have adult supervision at all times.
5. Use of church equipment (Audio/video, screens, tables, chairs, etc.) is subject to approval. These items may not be taken off church property.
6. Use of decorations is subject to approval by church staff.
7. Damages, equipment breakage or repair needs must be reported if they occur.
8. Basic clean-up of the area used is required (including dish washing, decoration removal, replacing all furniture and equipment to its proper place, cleaning of tables/chairs, sweeping of floors).
9. Use of kitchen may require orientation and instruction prior to use.

## **Weddings, Funerals and Luncheons**

1. Weddings and funerals are an important part of the ministry and outreach of Trinity Lutheran Church. The Facility Usage Agreement outlines any fees required or donations related to building usage.
2. Services needed from Trinity committees for the hosting of these events have separate rules, regulations and fees which are available from a WELCA representative.

## **Facility Use Fees**

1. Usage fees can be found on the current Facility Use Agreement. Extra fees may be charged for equipment rental, extra trash pick-up, or extra custodial work including cleaning or set-up.
2. Facility use fees are collected and applied to utility costs and upkeep to the facility.
3. Usage fees can be reduced or waived by the Board of Trustees.

## **Kitchen Procedures**

1. All equipment and utensils will remain on the premises.
2. Equipment will be used by people trained in its use.
3. All utensils should be washed and returned to their proper place.
4. Stoves, countertops and equipment must be cleaned.
5. Floors swept.
6. Ensure all equipment and lights are turned off.
7. Please leave the kitchen the way you found it (or better).

## **Liability**

1. Trinity Lutheran Church provides insurance covering property and groups **under its control**.
2. The Facility Use Agreement Representative agrees to indemnify Trinity Lutheran Church for any and all damages by or to any person or persons attending the activity.
3. Trinity Lutheran Church may require the renter to provide evidence of Comprehensive General Liability Insurance Coverage for bodily injury and property damage.
4. Trinity Lutheran Church will not be held liable for loss or destruction of personal items.
5. In the event of damage to Trinity Lutheran Church, the renter will accept estimates of the amount of damage to the property and pay appropriate costs.

# Facility Use Agreement

The Facility Use Agreement is a contract which allows usage of Trinity Lutheran Church facilities. Each party agrees that it will treat as confidential all information which may be disclosed to it by the other under this Agreement. Your group is responsible for leaving the space in the same condition as you found it.

## Contact Information

Organization	
Contact Person	
Phone	
Email	
Address	
City, State, Zip Code	

Event Description/ Activities Taking Place	
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Single Use Event	Date	Time:	From:	To:
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Recurring Event	List all dates and times requested mm/dd/yy, or list day of month and time if monthly recurring
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Group Size	Adults	Children
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Supervision	<p><i>If young people under the age of 18 will be using Trinity Lutheran facilities, please describe the following:</i></p> <p>Supervision you will be providing</p> <p>Ratio of supervisors/adults to children</p>
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Facilities requested to be used:	
Fellowship Hall	_____
Kitchen (no cooking)	_____
Kitchen (cooking)	_____
Organ/Piano	_____
Yard Area	_____
Other (describe)	_____
Classrooms (#)	_____
Sanctuary	_____
(Pastoral approval required)	_____
Extra Tables	_____
Extra Chairs	_____

Set up Needs(e.g. tables chairs, tv, DVD, etc)	
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Other Comments/Information

Schedule of Fees/Deposits

Fees and deposits may be waived or reduced by Trinity Lutheran Church at its own discretion.

**Members of Trinity:** There is no fee for the use of the facility for church related activities. They must, however, take responsibility for cleaning the area used, and returning tables, chairs and equipment to their proper places.

Are you willing to pay normal deposit and usage fees? Y / N \_\_\_\_\_  
 If not, are you requesting waiver? Y / N \_\_\_\_\_

All fees are per event.  
 Recurring event fees may  
 be negotiated.

Fellowship Hall	\$25
Kitchen ( no charge for minimal use)	\$0
(Minimal use defined as storage, no cooking, no use of coffee urns. Use of refrigerator, sinks allowed)	
Kitchen (if used as serving kitchen)	\$15
Kitchen (preparing and serving)	\$25
Classroom area	\$25
Sanctuary (fee to be negotiated based on event)	
Wedding (non-member)	\$150
Wedding (refundable deposit for custodial services)	\$100
Fees for custodial service to be deducted from deposit if used	
-Set up services by custodian	\$20/hr
-Clean up services by custodian	\$20/hr

I have read and agree to the Facility Usage Policies and Procedures document. I understand that the space will be reserved only after the Facility Use Agreement is signed by the authorized representative and deposit is received. Payment in full is due one week prior to the event, payable to Trinity Lutheran Church.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only

Date Approved \_\_\_\_\_ Approved by: \_\_\_\_\_

Deposit Received \_\_\_\_\_ Payment Received \_\_\_\_\_