

Trinity Lutheran Church General Use Policy Church Facilities and Schedule of Request for Contributions

Trinity Lutheran Church property and facilities are to be used primarily for church functions. Trinity recognizes, however, that its ministry to its members and to the community is enhanced through a broad use of its facilities. Therefore, we expect considerable use of Trinity facilities by other groups including religious, charitable, cultural, community service, fellowship, and educational groups, as well as by individuals. Our goal is to be as helpful as we can in providing facilities for various events. However, Trinity Lutheran Church reserves the right to refuse any application for use of the church facilities and the applicant agrees to hold the church harmless as a result of any refusal of an application. This document includes the policies, procedures, responsibilities, and terms of agreement relating to the use of Trinity property and facilities. These include the following.

- * The representative of the group who signs the "Request for Use of Facilities" form is responsible for the group.
- * Adequate adult supervision will be provided for all youth and children's activities.
- * All groups using the church are expected to leave the facilities in the same condition as, or better than, they were found.
- * Application forms will be submitted no later than 31 days before space and/or equipment are needed.

The user or group representative, by signing the "Request for Use of Facilities", agrees to hold harmless and indemnify the Trinity Lutheran Church and its Board of Trustees with respect to any claim or loss, injury or damage because of negligence or wrongful performance of the user, including damage to the building furnishings, equipment or property. Liability insurance for such coverage is required for all users scheduling repeated events.¹ A certificate of this insurance must be included with the "Request for Services".

GENERAL INFORMATION

1. Smoking or use of tobacco products is absolutely prohibited within the buildings. The use of those products are permitted in the parking lots. It is requested the cigarette or cigar butts be disposed of in containers by the entrances to the church building or in your car ash trays.
2. No alcoholic beverages or use of controlled substances are permitted on church property.
3. Trash will not be left in the facilities, on the grounds, or the parking lots.
4. Events for youth and children in the building or on the church grounds must be supervised at all times by a minimum of two adults. An additional adult is required for each additional ten (10 young people).
5. Users scheduling events requiring childcare providers will have a minimum of two (2) providers for each group of children up to ten. At least one of the providers must be an adult. For more than ten children, the ratio of providers to children should be approximately 1 to 5. It is the user's responsibility to arrange for the appropriate number of providers. (See "Addendum - Child care" for additional instructions.)
6. Adults and children attending events must refrain from leaving the area(s) assigned to the event.
7. For profit, commercial activities are not permitted to use the facilities.
8. No permanent signs, banners, pennants, decorations, etc. may be placed in or on the Church buildings. Temporary table decorations may be used. Other types of temporary signs may be used on easels or bulletin boards only specifically assigned by the Business Administrator.
9. The church will be unable to approve Use Requests for events planning extemporaneous programs unless control procedures can be described in an addendum to the Request that will ensure that presented material will be consistent with the mission and decorum of the church.

¹ Exceptions will be considered on a case-by-case basis.

SCHEDULING

If it is determined that a conflict exists among the requests for use of the facilities, the Church Office will resolve the conflict by suggesting alternative time or facilities. Failing this, approval will be made in accordance with the following general priorities.

1. Church worship service - including weddings, funerals and Sunday School - and normal operation of the Weekday Preschool and Mother's Day Out Programs.
2. Meetings of church commissions, committees, councils, the Church Council and other organizational groups within the church.
3. Social and recreational activities of church groups.
4. District church conferences or meetings.
5. Church-sponsored groups, such as the Boy Scouts, AA's, English as a Second Language classes, and Hispanic Ministry.
6. Non-Church organizations who regularly use the church such as CPC and the Wednesday Morning Prayer-Breakfast Group.
7. Church-affiliated groups for use of the facilities for overnight accommodations.
8. Community service and educational organizations.

A calendar of all church activities will be maintained by the church office staff and a copy of the Weekly Calendar posted on the Message Center Bulletin Board. If it is necessary to close the Church due to inclement weather, scheduled users may call the office for a recording or tune into radio KFYO. For any other emergency closings, the office staff will notify the scheduled users.

FUND RAISING ACTIVITIES

1. The church buildings, equipment and grounds shall not be used for commercial purposes, except when the profit is to be used for religious, charitable or community benefit.
2. Non-church groups may not conduct fund raising or profit making activities on the Church premises.

HOURS OF OPERATION:

Office hours are Monday through Friday 8:30-4:30 p.m.

APPROVAL:

Authority is given to the Business Administrator, Senior Pastor, or the Chair, Board of Trustees to approve/disapprove all applications except those requests made by church-affiliated tour groups for use of the facilities for overnight accommodations. That type of request may be authorized/disapproved by the Senior Pastor or Chair, Board of Trustees.

RESERVATIONS:

1. Applicants for use of the buildings, grounds, or equipment will submit the form entitled "Request for use of Facilities" in duplicate to the Church Office as early as possible to provide the Church Office maximum flexibility, if rescheduling is required. The Church Office will attempt to honor all reservations and to resolve any scheduling conflicts by suggesting alternative times or facilities.
2. Church and non-church groups using the facilities on a recurring basis are required to make an annual application at the time of their first request and thereafter in the month of January for the use of the building during the ensuing calendar year.

CANCELLATIONS:

Cancellations shall be made with the Church Office as far in advance as possible. The notification preferably shall be made in writing.

SECURITY:

1. The Church is not responsible for loss of the user group's personal items. The person losing an item may check the Church Office lost and found box and if identified, the item will be returned to its owner. Contents of the lost and found box are disposed of periodically.
2. User groups must restrict all activities to those assigned areas for which permission has been given.
3. Children below the fifth grade must be monitored to and from restrooms and child care areas.
4. User groups are charged with responsibility for closing windows; turning off lights in rooms used including restrooms; adjusting thermostats to temperatures posted; and, if having been instructed by the approving authority, locking the doors to the meeting room(s) and building. If authorized to use a kitchen facility, insure that all gas to kitchen equipment is turned off, dishes, glassware, and flatware are stored in cabinets marked for their storage; dishwasher is turned off; all unused food is removed from the church; and, trash is disposed in the dumpster located back of the church, off the service road leading from the parking lot to Evergreen Lane. Church groups are expected to wash and return kitchen towels within a week.
5. If keys to the rooms and the building have been checked out for the event, they must be returned before the security deposit is returned to the user group's representative.

USE OF THE BUILDING AND EQUIPMENT:

1. Use of church facilities will be limited generally to the inherent systems and features installed or readily setup in each room. The church is not equipped for large theatrical events requiring a stage or elaborate lighting.
2. All groups using the church are expected to leave the facilities in the same condition as, or better than, they were found. All equipment, tables, chairs, etc. are to be placed in original positions.
3. Food or drink may be served only in those rooms having kitchen facilities or those specifically permitted in the application.
4. Special permission may be granted to use kitchen equipment including china, glassware and flatware, provided the users have been instructed in the proper operation and cleaning of the dishwasher.
5. Users assume full responsibility for any damage to the facilities and equipment used. Users are responsible for the cost of fixing the damage and replacement of equipment. Acceptance of repairs and/or replacements by the Property Manager is required before any part of the security deposit may be returned.
6. A church host(ess) will be assigned to non-church users of the kitchen to show them how to use the equipment and to oversee the use and cleanup of kitchen equipment and facilities. The presence of the church host(ess) does not alter the user's responsibility for damage to facilities or equipment.
7. All non-church groups must provide their own paper products. Church groups may be assessed the cost of paper products used.
8. The Church caterer, if available, will be considered before outside caterers will be approved to use the main kitchen. Use of a caterer should be noted on the application.
9. Church equipment or furnishings may not be removed from the premises.
10. Users of the shower facilities will provide their own soap and towels and will be responsible for leaving the showers as clean as possible.
11. All participants and leaders in recreational activities in the Christian Life Center will act responsibly and sensibly to help create a safe and fun-filled environment and will refrain from activities that have the potential to damage property.

CONTRIBUTION SCHEDULE:

Members of the Annandale Church are not required to pay a fee for use of the facilities for weddings or funerals of their immediate families. Members are expected, however, to contribute towards the cost of janitorial services for weddings only. Other suggested wedding service contributions are contained in a schedule that is promulgated separately. Members are required to reimburse the Church for any damages to the facilities or equipment used by them for private functions. Suggested contributions, as given below, are applicable to church members for other private functions.

For any non-church group approved to use Trinity Lutheran Church facilities, the following contribution schedule will apply and will be paid in advance.

A minimum security deposit of \$100 (by separate check) is required with the submission of the request. This will be returned after inspection for damage is completed. If no damage is found, the deposit will be returned. The contributions for use of the required facilities are due 10 working days before the scheduled event. Keys required to enter the building and/or specific room(s) will be issued after final payment has been received. Costs of damages to the facilities or equipment will be paid promptly to the church office and the costs will be based upon a church estimate or the actual cost of a contractor.

Church facilities will be **reserved in four-hour increments**. The value of the basic increment times the number of increments needed equals the contribution requested. All contributions requested for use of the facilities include janitorial costs and parking facilities, except that an additional janitorial fee for the larger rooms is requested for evening and weekend functions.

<i>Sanctuary</i>	\$240
<i>Medium Size Classrooms</i> #300, 650 sq. ft.	\$ 25
<i>Large Classroom</i> #302, 811 sq. ft.	\$ 30*
<i>Conference Room</i> #210, 542 sq. ft. and warming kitchen	\$ 30
<i>Christian Life Center</i> 2,876 sq. ft.	\$ 125*
<i>Kitchen, Christian Life Center</i> Including use of all equipment Kitchen Host(ess), required	\$40 \$40 (paid by separate check)
<i>Atrium</i>	\$ 150*
<i>Nursery</i> #206,207 and 208, approx. 425 sq. ft.	\$15

Use of overnight accommodations by church-affiliated groups - suggested donation \$2.00 per person per night.

* Additional evening and weekend janitorial fee of \$50 is added for functions involving food; functions with no food, \$25 (paid by separate check).