

## **Trinity Lutheran Church Building Use Policy, Regulations & Responsibilities**

Trinity Lutheran Church is available for use by church members and non-church members, such as service organizations, other churches, community groups, and city, county, state and federal governmental agencies. It is the desire of this church to provide service to church members, non-church members and the community by sharing our facilities.

In exchange for using the building, we ask you to contribute toward the costs of utilities, maintenance and custodial supplies. The suggested donation schedule, approved by the Church Board, is listed at the end of this document.

Use of the building and facilities will be considered with the following priority:

1. **Trinity Lutheran Church** activities, programs and church members
2. **Disciple Churches** and Denominational Events
3. **Other churches**
4. **Non-profit service groups**, e.g. Salvation Army, Red Cross, Community Health Services, Boy/Girl Scouts, etc.
5. **Other groups**, including: service organizations, community groups and governmental agencies.

A calendar of scheduled events requiring building use shall be maintained in the church office for ready reference by the church staff. All organizations and groups that are not part of the regular structure of Trinity Lutheran Church are required to submit an "*Application for Building and Facility Usage*".

Building use by **Trinity Lutheran Church, LCMS Churches, and other churches** shall be scheduled, coordinated, and approved by the church staff.

Building use by **non-profit service groups** and **other groups** will be scheduled through the church office and sent for approval to the ministers and/or trustees. If approved, the agreement will then be completed and signed. This procedure applies for all applications for building and facility use, whether the request for use is for one time, weekly, monthly, or occasionally. Processing the application may take up to 30 days.

### **Damage Deposit**

There will be a \$100.00 refundable damage deposit for the use of the following:

- \$100.00 for use of the gym
- \$100.00 for use of the fellowship hall
- \$100.00 for use of the kitchen

Outside groups using any of these facilities must have a church representative on the premise. The staff and/or trustees may, at their discretion, waive the damage deposit requirement.

## **Time Limitations**

Groups using the facility on a continuing basis will have their contracts reconsidered every six months. Renewal is at the discretion of the church staff and/or trustees.

## **Obtaining Approval for Building Use**

The process for obtaining approval for building/facility use is as follows:

1. Obtain and read a copy of “*Building Use Policy, Regulations and Responsibilities,*” remembering your responsibilities when you use the building/facilities.
2. Fill out the “*Application for Building and Facility Usage*” and return it to the church office immediately together with the suggested donation. We recommend that a representative of the group look over the facility before making application so that you will know which room(s) you wish to request.
3. The church staff will review the application to be sure it does not conflict with other plans and/or programs.
4. The ministers and/or Trustees will review the application and you will be contacted with the church’s decision on usage, facilities available, and any specific details concerning use, restrictions or arrangements.

## **Responsibilities of Groups using the Building/Facilities**

1. Your group **shall designate in writing one person** who will be responsible and be the contact person with the church. This person shall make arrangements for everything needed such as unlocking and locking of the building.
2. Unless otherwise specified, the group will take **full responsibility for set up, take-down and clean up**, so there will be no additional work for our custodian. If the services of a custodian are needed, refer to the usage schedule for additional fees.
3. If the group is meeting **during office hours** on weekdays, the building will be open and ready for your group. The group does not need to make arrangements for keys or locking up. Office hours are generally 8:30 a.m. to 4:30 p.m. Monday through Friday excluding legal holidays.
4. If the group is meeting **other than during office hours**, the contact person will need to arrange access to the building and space requested and do the following:
  - a. Be the first person at the church to open the building and show people where the group is meeting;
  - b. After the meeting, make sure the area is completely picked up and restored to the same condition as the group found it.
  - c. Close all windows.
  - d. Dispose of all garbage and waste paper in the proper receptacles in either the kitchen or custodian closets.
  - e. Make sure no one in your group remains in the building following the conclusion of your activity.
5. The last person to leave turns off **all lights**, except designated night-lights and makes sure **all doors** are locked and secured.
6. If there is a change in the group’s meeting date and/or time, the contact person will call the church office **at least 24 hours prior** to the cancellation or postponement. Changes in dates or times will only be made if they do not conflict with activities at the church. No assurance can be given that a change will be granted.

7. All youth activities must have adequate adult supervision. There must be at least 1 adult for every 8 youths. Youths must limit themselves to their assigned areas only. Wandering through the halls, other rooms, and moving into other areas of the building is strictly prohibited. Supervising adults are encouraged to periodically remind youths of these restrictions.
8. If custodial services are needed for setting up of tables/chairs, it must be noted on the application. The church will get in touch with the group contact person concerning the arrangements to be made at the church.
9. If several groups are meeting at the same time, each group must cooperate on kitchen usage, noise levels, etc.

### **General Conditions for All Groups Using the Building/Facilities**

1. There will be **no alcoholic beverages and/or illegal drugs** of any kind brought into or consumed on the church property.
2. There will be **no tobacco products** inside the church building.

### **Rules Governing Use of the Kitchen**

1. All groups must contact the church staff for setup and special needs.
2. All groups using the kitchen area are responsible for the complete clean up of the entire kitchen area following its use. All dishes, glassware, pots and pans, cooking utensils, and silverware are to be washed, dried, and put away before leaving the church. All leftover **must be removed** unless previous arrangements have been made with the church office.

### **Rules Governing Use of the Youth Room**

This room is primarily reserved for use by WDMCC youth. Use of the youth room by outside groups is limited to other youth groups and mission groups who have appropriate adult supervision. If other organizations desire to use the youth room, an application for use must be submitted to the church staff.

### **Rules Governing Use of Fellowship Hall, Classrooms and Nursery**

1. Trinity Lutheran Church groups and organizations must contact church staff for set up and special needs.
2. Other groups/ organizations are required to clean up each classroom area used when finished with their activities. If additional tables/chairs are used, they must be returned to the proper storage areas before leaving the building.

### **Rules Governing Use of the Gym**

1. Trinity Lutheran Church groups and organizations must contact church staff for scheduling, set up and special needs.
2. All other groups and organizations must hire a church staff person to be on the premise during the entire activity.
3. Abide by posted rules for use of the gym facility. You will receive a copy of the rules at time of application.

**Execution of the agreement**

Approval of the use of the building/facilities covers only the stated group/organization and its members (collectively). No organization or individual (except Trinity Lutheran Church) has the authority to grant anyone else permission to use the building/facilities. Groups/organizations using the building/facility are to strictly observe the time schedule of hours agreed upon.

**Failure to fulfill contract**

Failure to fulfill one or all of the sections of the Agreement for Use of the Building and Facilities will result in the review and re-examination of the agreement with the group/organization entering into the contract.

**Hold Harmless Agreement**

Whereas West Des Christian Church hereafter referred to as church;  
Whereas \_\_\_\_\_ hereafter referred to as User;  
User includes not only the undersigned but all members of its “group.”

It is therefore agreed:

The User of the facility agrees to hold the Trinity Lutheran Church harmless from all claims arising from Users use, conduct, or management of the facility, grounds or contents, including damage or theft of or to property, when such claims arise out of the acts of omissions of User or usage by User. User further agrees to hold the Church harmless from all costs, attorney’s fees, expenses and liabilities incurred in connections with such claims.

The User, represented by the undersigned, agrees to observe all existing Board policies and Church *Building Use Policy*, copies of which are the responsibility of the User to acquire. The User acknowledges the Church’s right to revoke the further use of any assigned facility from the User without notice to the User. The User may not transfer, misrepresent or abuse scheduling requests without written consent of the Church.

Signature below indicates a guarantee by the signee that all users and families have been informed of and agree to the above, and to comply with the rules of usage as described in the church’s *Building Use Policy*.

\_\_\_\_\_  
Signature of User Group Representative

\_\_\_\_\_  
Date

# Application for Building and Facility Usage

Trinity Lutheran Church  
1000 Main St.  
Busyville, IA 50000  
Phone (515) 000-000 Fax (515) 000-000

## Please complete and return to the church office

Name of Group or Organization \_\_\_\_\_

Purpose of Building/Facility Use \_\_\_\_\_

Contact Person: Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

daytime # \_\_\_\_\_ nighttime # \_\_\_\_\_

Space and equipment requested (please check):

<input type="checkbox"/> kitchen (serving only)	<input type="checkbox"/> classroom	<input type="checkbox"/> gym
<input type="checkbox"/> kitchen (prepare/serve)	<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> tables
<input type="checkbox"/> nursery	<input type="checkbox"/> organ, piano, etc.	<input type="checkbox"/> chairs
<input type="checkbox"/> VCR/TV	<input type="checkbox"/> sound system	<input type="checkbox"/> white board

Date Requested \_\_\_\_\_ Hours Requested \_\_\_\_\_

Approximate number of people expected for activity \_\_\_\_\_

Special set-up/take-down/custodial clean up needed?  Yes  No

Explanation of special arrangements or special fees (include what special equipment you intend to bring to the event). Use additional sheet if needed or to draw set-up.

\_\_\_\_\_  
\_\_\_\_\_

Plans for entering/locking building \_\_\_\_\_

Will food and/or beverages be served?  Yes  No

If "Yes", please describe food/beverage plans. **(No alcoholic beverages permitted)**

\_\_\_\_\_

Total recommended donation \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Trinity Lutheran Church Building Use Donation Schedule

The following is the suggested "Donation Schedule" for use of the rooms/facilities of Trinity Lutheran Church by a group/organization based on a normal usage of 2-4 hours duration. The Trustees and/or Church Staff will negotiate requests for longer usage.

Area(s) Requested	Capacity	Suggested Donation
Fellowship Hall	300	\$25.00-\$300 (allow approx. \$1 per person)
Kitchen (serving only)		\$20.00-\$50.00
Kitchen (prepare/serve)		\$50.00 - \$100.00
Classroom/Meeting Rooms	15-30	\$0-\$25.00
Gym		**\$75 first hour \$25 each additional hour

If these areas are requested after 5:00 p.m. any day of the week there will be an additional custodial fee for "extra services" needed. A normal custodial fee for set-up, takedown, and cleanup will be estimated according to number of hours to complete the job.

\*\*For non-member church events in the gym, it is required to hire an on-site staff person during the entire event. This person will be responsible to unlock and lock the building. Cost is \$12 an hour with a 2-hour minimum.

### Calculate Your Donation to Trinity Lutheran Church

Room(s) Requested	Donation
1. _____	_____
2. _____	_____
3. _____	_____

\*\* Custodial fee (if applicable) \_\_\_\_\_

Church staff fee (if applicable) \_\_\_\_\_

Total \_\_\_\_\_

Please make checks payable to Trinity Lutheran Church