

BUILDING USE POLICY
Trinity Evangelical Lutheran Church
Tipton, Iowa

MISSION AND IDENTITY STATEMENT

Trinity Evangelical Lutheran Church, Tipton, IA, is a community of Christ learning and growing together.

INTRODUCTION

Trinity Evangelical Lutheran Church welcomes the use of its facilities by Trinity members and other individuals or groups who support the mission of the congregation. The use of our building becomes an extension of our mission to share the gospel of Jesus Christ through worship, education, service and fellowship. We actively seek ways to utilize our building in fulfillment of our mission.

The building, equipment, furnishings and supplies are the property of the congregation and, therefore, shall not be used by any group or individual(s) without prior written approval or for any meeting or activity for personal gain.

Individual(s) or group(s) wishing to reserve the church should contact the Church Office, who will get approval from the Pastor for single use events or the Church Council for multiple use events. If the Pastor has any questions for single use events, he/she will bring it to the attention of the Church Council. In all cases, the Pastor and Church Council reserve the right to refuse the use of church facilities. The Church Council reserves the right to cancel all usage agreements at any time without prior notice.

Functions directly related to the work of the congregation shall have priority for building use.

Sensitivity regarding funerals is expected from all building users.

BUILDING USE POLICY

Building use events shall fall into one of the following four categories:

Category 1: Congregational events scheduled by the program staff, Church Council, or congregational ministries.

Category 2: Member events including receptions, anniversaries, confirmation dinners, wedding or baby showers, etc.

Category 3: Nonprofit public service events whose objectives are deemed by the Pastor or Church Council to compliment the aforementioned mission of Trinity Lutheran Church.

Category 4: General Use by nonmembers.

All groups in categories 3 and 4 are required to sign a facilities use agreement before using the requested space. Ongoing building use by groups in categories 3 and 4 are required to submit an application annually unless this requirement is waived by the Church Council.

FEE SCHEDULE

Category 1: Events are without charge.

Category 2: Events are without charge. However, donations to offset costs involved in using the building (heat/cooling, lights, etc.) would be appreciated. Suggested donations are \$35.00 for 1- 49 attendees and \$50.00 for more than 50 attendees. If custodial services will be required before and/or after the event an additional \$75.00 charge will be required.

Category 3: Events are without charge. However, donations to offset costs involved in using the building (heat/cooling, lights, etc.) would be appreciated. Suggested donations are \$35.00 for 1- 49 attendees and \$50.00 for more than 50 attendees. If custodial services will be required before and/or after the event an additional \$75.00 charge will be required. In addition, a \$50 damage deposit is required to protect and ensure the safe keeping of all church property unless the Church Council waives this requirement. This deposit will be returned to the user at the end of the usage period if the property has been left in satisfactory condition. Users will be liable for damages over and above the deposit.

Category 4: The following fees have been adopted for the use of Trinity Lutheran’s facilities:

Sanctuary	\$100.00
Kitchen / Fellowship Hall	\$75.00
Fellowship Hall	\$50.00
Kitchen	\$25.00
Classroom or Lounge	\$15.00

The rest rooms are included in use of reserved area(s).

Custodial Services	\$75.00
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BUILDING USE CONDITIONS

The acceptance of a permit issued for use of Trinity Evangelical Lutheran Church facilities constitutes an acknowledgment by the individual, organization or group of the following conditions:

- We shall indemnify Trinity Evangelical Lutheran Church, Tipton, IA, from any and all liability for harm to any person(s) or property caused or claimed to be caused for any reason while Trinity Lutheran's premises are used by the organization or individual making the application. The responsibility and liability for injury to persons or damage to property must be assumed by the organization or individual making the application.
- Use and/or distribution of alcoholic beverages and/or illegal drugs is prohibited on Trinity property.
- Smoking is prohibited on Trinity Lutheran's property.
- All weapons are prohibited on Trinity Lutheran's property.
- The individual or group representative making the application must be present from the time of entry into the facility until the time of departure and is responsible for making sure all the lights are shut off, windows are closed and all doors are locked. No key will be issued. An individual designated by the church will unlock the building and lock exit doors at conclusion of event. The building will not be left unoccupied and unlocked.
- The use of Trinity Lutheran's building is limited to the area(s) requested plus rest rooms.
- The persons or groups using the facility or grounds agree to restore to the original condition any property destroyed or suffering from excessive wear and tear because of their use of the facility. Any equipment or supplies destroyed or missing will be replaced by Trinity Lutheran with equipment or supplies of equal quality and the cost will be charged to the applicant.
- The applicant will provide adequate and competent adult supervision during the entire contracted time of use.
- All groups and individuals are required to clean up after using the facilities. The room and facilities are required to be returned to the order of arrangement they were in before the scheduled use.
- No group or organization may sublet their use of the facilities to any other group.

GENERAL GUIDELINES

- When the kitchen will be used for actual cooking (more than just serving) the applicant will meet with a member of the church prior to the event to be instructed in the use of the kitchen and kitchen equipment.
- Food shall never be left at the church after use.

- Table tops and chairs should be cleaned with a wet cloth and dried.
- All used dishtowels, dishcloths and tablecloths used by the group shall be put in a neat pile to the left of the sink.
- Serving dark colored beverages (cherry, grape or other dark flavors) is discouraged because they will stain and are very hard to remove.
- The use of candles is strongly discouraged because the dripping wax makes spots that are very hard to remove.
- No taping, stapling, thumb tacks, nails or any kind of adhesives are to be applied on any papered or plaster boarded walls or on the ceiling tiles. No thumb tacks or nails are to be used on any wood work or doors.
- Removal of church furnishings from the church premises is prohibited.
- Rearranging sanctuary furnishings is not permitted.
- In advertising your meeting give guidance as to which door(s) will be open. Each group is responsible for putting up and removing signs in the building directing persons attending the meeting to the correct room(s).
- Sound system equipment is available for use in the sanctuary with advance arrangements.
- The building may be closed to all groups on short or no notice due to circumstances only in God's control (inclement weather, manmade issues, etc.). Every attempt will be made to have the facility available for scheduled uses.

GUIDELINES FOR THE USE OF PIANO(S) AND ORGAN

- Members may use the piano(s) or organ for practicing. There is no charge for this use but thermostats should not be adjusted. Please clear the date and time for practicing with the Church Office.
- There is a \$50.00 charge (to cover heating/cooling, lights, etc.) for piano and organ recitals held at Trinity Church. If custodial services will be required before and/or after the event an additional \$75.00 charge will be required.
- When a recital is going to be held and the piano or organ is requested to be tuned, the individual or group requesting the piano or organ to be tuned will be responsible for the expense associated with tuning. Trinity will select the tuner. NO object will be placed on the organ or piano for any reason (especially flowers).
- NO food or drinks are allowed in the Sanctuary.

**Trinity Evangelical Lutheran Church
Tipton, IA**

FACILITIES USE AGREEMENT

Date _____

This agreement is for nonmember groups or individuals in Categories 3 and 4 of Trinity Lutheran's Building Use Policy to complete when they wish to use the facilities and property of Trinity Church.

I, _____, of _____
(Your name and position) (Organization's name & tax exempt #)

hereby seek permission to use _____,
(Area(s) requesting to be used)

_____ room(s) at Trinity on _____,
(Date(s) requesting use of facility)

between the hours of _____ and _____.

Phone number of contact person: _____.

We hereby agree to pay in advance \$ _____ for rental of the listed church property.

Damage deposit submitted \$ _____ (Make your check payable to Trinity Lutheran Church.)

I (We) have received, read and understand the Building Use Policy and the Child Safety Policy of Trinity Church.

(Individual representing organization and Date)

Pastor Signature (Single use)

Church Council Member Signature (Required for multiple use)

Rental fees and the damage deposit are due in the Church Office 10 days in advance of the event. Any extraordinary janitorial services required after the premises are vacated will be charged at \$15.00 per hour and will be deducted from the damage deposit.

FOR OFFICE USE ONLY

Call made to confirm or deny building use: _____ (date)

Cost to group requesting use of facility: \$_____ (one time/per use)

Damage Deposit: \$_____ Date Received _____ Returned _____

Damage Deposit Return Approved by _____

Office Comments:
