

## FACILITIES USE POLICY

Trinity Lutheran Church, a church of the LCMS and a not-for-profit corporation makes their facilities available to select groups or organizations for meetings or other events.

### General Guidelines and Requirements

1. For purposes of this policy, any reference to facilities includes reference to any property of the church, including furniture and equipment.
2. Every group or organization is required to abide by all church guidelines, requirements and other restrictions regarding usage of the church facilities.
3. Users of the church facilities agree to use utmost care in the use of church facilities and agree to leave the facilities in good, clean condition.
4. All requests for usage of the church facilities are subject to approval by Trinity Lutheran Church.
5. Each outside group or organization is required to complete and deliver to the church office a signed agreement and certificate of insurance as required by the agreement.
6. The church reserves the right to schedule other activities and events in other parts of the church facilities.

### Insurance

7. Each outside group or organization must furnish to Trinity Lutheran Church a certificate of comprehensive general liability insurance coverage with a combined single limit of not less than \$1,000,000 naming the church as an additional insured.

### General User Responsibility

#### Additional Requirements and Restrictions

1. Those using Trinity Lutheran Church facilities agree to release, protect, defend, indemnify and hold harmless Trinity Lutheran Church and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any Trinity Lutheran Church facilities.
2. **In the event of damage** to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the church Council or their designee and shall pay the church for such repair and replacement costs upon demand.
3. **For children and youth events**, the applicable group or organization must provide adequate adult supervision for all usage.
4. **The transfer or passing on by any group or organization of permission to use church facilities to any other persons or organizations is strictly prohibited.**
5. Those using church facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas.
6. Users may not take tables or chairs or other items from other rooms or areas of the church facilities.
7. The use of **tobacco products, alcoholic beverages or drugs is strictly prohibited** on church premises.
8. No group or organization (whether or not a church member is affiliated with such organization) shall use any church facilities in any manner or for any purpose that is in conflict with or contradicts the mission or principles of the church.

This policy is applicable to use of the church facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of church facilities. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No church representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facilities Usage Agreement without the express written approval.

## FACILITIES USE REQUEST

### ORGANIZATION

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

### CONTACT PERSON

An authorized representative of the organization who will attend the event.

**Name** \_\_\_\_\_

**Email** \_\_\_\_\_

**Phone**  
(before, during, and  
after event) \_\_\_\_\_

### EVENT INFORMATION

**Event title** \_\_\_\_\_

**Nature or  
purpose of event** \_\_\_\_\_

**Number of  
attendees** \_\_\_\_\_

#### *Date and Time*

Will the event repeat on a regular basis? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Date** \_\_\_\_\_

**Times**  
Open space at \_\_\_\_\_ Event begins at \_\_\_\_\_ Event ends at \_\_\_\_\_ Close Space at \_\_\_\_\_

#### *Space Required*

Community Center		Church Building	Office Building
Main level	Second floor		
<input type="checkbox"/> Hall	<input type="checkbox"/> Meeting Space	<input type="checkbox"/> Sanctuary and Narthex	<input type="checkbox"/> Conference Room and Kitchen
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Kitchen		
<input type="checkbox"/> Basement			

#### *Room Set Instructions*

**NOTE: Security guards are required for events with more than 25 nonmember attendees. To cover this cost, Trinity charges \$50 per hour for space rental.**