

TRINITY UNITED METHODIST CHURCH

GENERAL BUILDING AND GROUNDS POLICIES AND PROCEDURES

It is acknowledged that the church building and grounds can be effectively utilized in a variety of ways in furtherance of the Mission and Vision of Trinity Church. To that end the following general guidelines have been established for the general use of the Church facilities and grounds.

GENERAL RULES

- 1) In accordance with the Trinity Church Mission Statement, the use of the church buildings and grounds shall primarily be used for worship, Christian fellowship, Christian teaching, evangelism and ministry to reach the community and the world.
- 2) The building and grounds must be treated with the respect that should be given to the house of the Lord.
- 3) Any proposed use of the building and grounds for purposes that are contrary to the word of God as found in the Bible shall be prohibited. All programs and activities carried out on Church premises must be consistent with the Christian faith, the Social Principles of the United Methodist Church and/or the mission of the Church, as determined by the Church Council.
- 4) Regular ongoing ministries of the Church, e.g., Sunday morning worship services, Sunday School programs, Youth Fellowship, Musical Groups, Bible study classes shall have precedence in the use of the Church facilities.
- 5) The Church reserves the right, its sole discretion, to cancel or suspend any use of the facility with such notice as it is reasonably able to give, and the Church shall have no liability for damages or losses incurred due to such cancellation or suspension.
- 6) The Church reserves the right to immediately terminate the use of the facility or to make adjustments in the scope thereof, with or without prior notice, if in the sole determination of the Church, any provision of these guidelines has been violated.
- 7) The church facilities (including the parking lot) are not available for general public use. The facilities can only be used by a person or organization (not associated with the regular church activities) after the person or organization has received written approval from the Church office staff after completing and submitting an "Application For Use" along with the required fees and insurance documentation.

- 8) A multi-purpose room is identified as any room, including classrooms, other than the Sanctuary, Fellowship Hall, or kitchen facility.

SCHEDULING AND PROCEDURAL REQUIREMENTS

All outside persons or organizations seeking to use any Church facility shall first complete and submit an “Application for Use” to the Church office staff, along with any required fees and insurance forms in accordance with the “General Fee Schedule”.

- 1) If the “Application for Use” is approved, the person or organization will be notified in writing of the approval and scheduling details by the Church office staff.
- 2) The arrival and departure times indicated on the “Application for Use” must include any time (for example, room preparation and/or cleanup) during which the facility will not be fully available for other uses.
- 3) Any use of the facility in association with a wedding (and the fees for such use) must be in accordance with the Church’s “Wedding Policy”.
- 4) Any use of the facility for church sponsored activities involving minor children must be in accordance with the Church’s “Safe Sanctuary Policy”.

USE AND CONDUCT

- 1) A “responsible adult” as indicated on the Application for Use and approved by Trinity Church must be present during any use of the facility.
- 2) All users are responsible to vacate the facility at the designated time (not to exceed 10:00 p.m. unless prior approval is given).
- 3) Alcohol or illegal substances, flammable and/or explosive devices, and weapons are not permitted on Church premises.
- 4) The use of tobacco products is not permitted inside the Church building.
- 5) Disorderly, illegal or immoral conduct, including profanity is not permitted on Church premises.
- 6) Minors shall be under proper adult supervision at all times. Parents or legal guardians shall be directly responsible for the supervision of their children while on Church premises. The nursery area shall not be used except as authorized by the Church.
- 7) Activity likely to cause damage to the facility building or grounds, or risk of injury - to persons or property, is not permitted.

- 8) Gaming or gambling of any kind which includes the exchange of money or gifts is not permitted.
- 9) Users shall use only the areas of the Church premises for which approval has been granted
- 10) Users shall be responsible for providing consumable supplies, i.e., plates, cups, etc., for their activities and events.
- 11) Nothing may be attached to the floors, walls, ceilings, furniture, windows, doors or other surfaces by means of screws, nails, tacks, tape of any kind, etc. (see Fellowship Hall and Kitchen Policy for exception), except with prior permission from the Trustees.
- 12) Furnishings or other items, except for chairs, ~~and~~ tables and items previously approved for the event, should not be moved into or out of the area for which approval has been granted for the persons or organization to use.
- 13) Audio-visual equipment, musical instruments, kitchen appliances or other special equipment on the Church premises may not be used or adjusted except by properly trained persons as approved by the Church. If such person/s is available and provided by the Church, that person/s will be at the user's expense in accordance with the Schedule of Additional Fees.
- 14) Thermostats may not be adjusted except by authorized persons.
- 15) Any use of the kitchen or kitchen appliances must be in accordance with the Church's "Kitchen Use Policy."
- 16) Food and beverages may be served and consumed only in those areas designated by the Church.
- 17) Safety and fire codes must be obeyed at all times. Doorways, hallways and access ways must not be blocked. Any fines or penalties levied for any violation will be the responsibility of the users.
- 18) Users must abide by any additional rules, guidelines or notices as may be posted on the Church premises.

INSURANCE AND LEGAL

- 1) Verification of adequate liability insurance is required prior to use of the facility by any organization. "Adequate" liability insurance shall include public liability and property damage insurance to protect the Church and the organization from claims for damages for personal injury and property damage, including loss of use resulting from any property damage, which may arise from use of the facility by the

organization or by anyone invited by the organization. The limits of such insurance shall be in an amount not less than \$1,000,000 each occurrence, personal injury and property damage combined. Such policies shall be occurrence rather than claims-made policies and shall name the Church as an additional insured. The insurance shall not contain any endorsements or any other form designed to limit and restrict any action by the Church, as an additional insured, against the insurance coverage in regard to the use of the facility.

- 2) Prior to use of the facility, an organization shall provide the Church with current certificate(s) of insurance. The certificate(s) shall contain a provision that the coverage afforded under the policy will not be cancelled or changed until at least thirty (30) days' written notice has been given to the Church.
- 3) The Church shall not be held responsible for any injuries or accidents occurring in the facility or elsewhere on the premises, absent a binding determination of gross negligence or recklessness.
- 4) The person or organization reserving the facility shall be responsible to pay for any damages which occur during the use, for the replacement of any missing items, and for any licenses, permits or taxes required by any governmental body.
- 5) The Church shall not be responsible for any lost, damaged or stolen personal property of any person.
- 6) All users shall promptly report any damages, injuries or accidents occurring in the facility or elsewhere on the premises in writing to the Church (using the Accident/Damage Report Form on the Facility Use/Clean-up Checklist).
- 7) The person or organization applying for use of the facility shall be required to agree to a hold harmless and indemnification provision as part of the Application for Use.

CLEAN-UP

Users are responsible for leaving the facility (including adjacent rest rooms, lobbies, corridors, elevator, stairwells, etc.) clean, neat, free from trash and debris (all of which shall be properly disposed of in the parking lot dumpster). Every effort should be made to restore used areas to their pre-existing arrangement. If it becomes necessary for the Church to clean up or rearrange the facility or adjacent areas due to the user's failure to do so, it may result in the loss of your security deposit and the assessment of additional fees.

FEES

Fees for the use of the church building and grounds are found on the General Fee Schedule and the Schedule of Additional Fees