

**TRINITY LUTHERAN CHURCH**  
**GENERAL USE POLICY FOR USE OF CHURCH FACILITIES AND**  
**FEE SCHEDULE**  
**Adopted August 2012**

Trinity Lutheran Church considers its property and facilities as a gift from God to be used generously in the services of its members and others in the community. It is Trinity's desire to show hospitality to all. However, Trinity does reserve the right to refuse any application for use of the church facilities. This document includes the policies, procedures, responsibilities, and terms of agreement relating to the use of Trinity's property and facilities. These include the following:

- **Liability** -The representative of the group who signs the "Room Usage Agreement" form is the responsible party for the group. By signing the form, they agree that Trinity will not be liable for any injury to persons or property in connection with the usage of church property. The person shall hold harmless and indemnify Trinity with respect to any claim or loss, injury or damage because of negligence or wrongful performance of the user.
- **No substance use** - Smoking or use of tobacco products, alcoholic beverages or the use of non-prescription, controlled substances are prohibited on church property!
- **Safety** - Events for youth and children in the building or on the church grounds must be supervised by adults at all times and follow a Child Safety Guideline.
  - \* Children and young people must stay in their area of activity. They may not roam the building unsupervised.
  - \* Report any incidents, accidents, slips or damages to the church office.  
There is a First Aid Kit in the kitchen between the two refrigerators on the wall available in case of emergency.
- **Assistance** - If you are in need of assistance on any matter, refer to the contact person list on the checklist.
- **Priority** - Trinity Lutheran Church activities or ministries take priorities over all scheduled events. If an unforeseen church/ministry event is needed, we may request some adjustments to time or assigned room. We will do all we can to accommodate everyone's needs.

### **COMMUNITY OUTREACH**

For many years Trinity Lutheran Church has provided a free meeting space for non-affiliated community groups. This policy is not intended to limit but rather encourage community outreach.

#### **Definition of "groups"**

1. Church Group - Any member of Trinity Lutheran Church according to the church's constitution .
2. Non-affiliated Group - Is a group or organization that is not formally recognized by The ELCA or Southern Ohio Synod. Examples of these groups are: singing or choral groups, fun groups, special interests groups, school groups, blood drives, etc.

## **FEE SCHEDULE**

Usage fees are for non-members for personal activities such as showers, anniversary and birthday parties, reunions, etc. The church will NOT rent out the facilities for personal gain activities. Members of Trinity Lutheran Church are exempt from any fees or charges however donations are welcomed.

<b>Use of Sanctuary</b>	<b>\$ 200.00</b>
<b>Use of Classrooms</b>	<b>\$ 10.00</b>
<b>Use of Dining Room or Knotty Pine Room</b>	<b>\$ 50.00</b>

## **FUND-RAISING ACTIVITIES**

1. The church building, equipment, and grounds shall not be used for commercial purposes, or for personal gain except when the profit is to be used for religious, charitable or community benefit.
2. Only church groups and church-sponsored organizations may conduct fund-raising activities on the church premises. Church-sponsored organizations include but are not limited to those organizations with a rental agreement with the church.

## **FUNERALS**

There shall be no charge for the use of Trinity Lutheran Church for Funerals.

## **WEDDINGS**

Please ask the church office for a Wedding Policy which explains all policies and fees.

### **A CHECKLIST FOR BEFORE, DURING AND AFTER ROOM USAGE:**

If the room is left in worse condition than the way it was found and/or if the area requires the services of a church custodian to do more than routine cleaning or special set-up, an additional fee per room usage may occur (\$10 per hour).

There is no priority associated with the following list.

- The room must be as clean when you leave as it was when you entered.
- Tables and chairs may be moved around BUT returned to their original position.
- Floors need to be vacuumed and or damp mopped if necessary.
  - Please report any spills that need additional carpet cleaning.
- Sinks are to be cleaned, table tops, and counter tops are to be wiped off if they are used.
- Everything is to be picked up and in order.
- Trash is to be tied up in the trash bags.
- Lights are to be turned off and all doors closed when finished.
- Please check the restrooms before leaving as well - toilets need to be flushed, trash picked up and lights turned off.
- The church is not responsible for the loss of any personal items. You may check with the church office for lost items following your event.
- Church equipment, furnishings or kitchen items may not be removed from the premises unless approval by the church.
- All groups must provide their own consumables including paper products and beverages.

Numbers that you may call in case of an emergency:

Karen Lawrence

Kim Klipstine 459-6846

Karen Schultz

Eric Schultz

564-6623 or 526-3732

657-1612

# ROOM USAGE AGREEMENT

For Trinity Lutheran Church

P.O. Box 302

204 E. Wood Street

Versailles, Ohio 45380

937-526-3091

[www.trinityofversailles.org](http://www.trinityofversailles.org)

*Return this Room Usage Agreement to the church office. Please retain the policy and check list for your use.*

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

\_\_\_\_\_  
**Name of Responsible Party or Contact Person**

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

\_\_\_\_\_  
**Phone Number to be reached**

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

\_\_\_\_\_  
**Start Time: \_\_\_\_\_ End Time:**

\_\_\_\_\_  
**Date of Event**

\_\_\_\_\_  
**Times of usage (please include set up & clean up)**

**Room (s) to be used:** \_\_\_\_\_  
(Dining Room, Knotty Pine Room, Kitchen, Sunday School Room, Sanctuary)

\_\_\_\_\_  
**Nature/Purpose of Event**

## Church Use Agreement:

I (we) accept the terms of use as indicated above. I (we) agree to respect the church property by leaving the space used in the condition it was found (lights, cleanliness, furniture). I (we) accept the responsibility for any damage to the building, its contents, or grounds incurred during this event. I (we) understand that the needs of the Church to use its own space take priority over any other arrangements. While unlikely, Trinity Lutheran Church reserves the right to cancel or terminate any arrangement as deemed right or necessary.

\_\_\_\_\_  
**Signature of Responsible Party**

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

\_\_\_\_\_  
**Signature of Church Staff Member**

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

## Church Office Use Only

- Calendar is Reserved
- Add to website calendar
- Building to be opened by \_\_\_\_\_ (name of person)
- Building will be closed by \_\_\_\_\_ (name of person)
- Fees if applicable \_\_\_\_\_