

**TRINITY LUTHERAN CHURCH**  
**POLICY FOR USE OF CHURCH FACILITY**

**I. Use of Facilities for Church Programs and Events**

The facilities of Trinity Lutheran Church (TLC) are primarily for worship, meditation and spiritual healing, Christian education, service to the community, and fellowship.

TLC members, ministries, and teams may arrange to use rooms, furniture, and equipment for ministry programs and events (such as meetings, bible study, VBS, receptions, coffee hours, yard sales, festivals/bazaars, etc). Such events are planned in advance through ministries and teams, and scheduled through the Activities Coordinator. Dates for events occurring that were not anticipated during the planning process should be reserved through the church office for referral to the Activities Coordinator to avoid scheduling conflicts. Specific guidelines for use of church are outlined in paragraph II(E) below.

**II. Use of Facilities for Other Purposes**

A) Who May Use the Facilities

Church facilities may also be used (at the discretion of the senior pastor) by church members and associate members for other purposes, such as weddings and receptions, funerals, showers, and socials. The facilities may also be used, for a suggested donation, by non-members (nonprofit organizations, etc.) provided an application is submitted and approved by Council.

B) Purposes for Which Building Cannot be Used

The TLC facility may not be used for commercial (concerned with or engaged in commerce) or political purposes (does not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office) due to our tax status as a nonprofit corporation, as well as other concerns as outlined in our ELCA social statement on *Commercialism in the Church*. This includes "home parties" such as Pampered Chef, Longaberger Baskets, Avon, etc. Further, the church facility may not be used for any games of chance for profit.

C) Scheduling Use of Facilities

1. To avoid conflicts, scheduling a special-event date for use of church facilities is made through the church office during regular business hours (Mon-Fri 9 a.m-4 p.m.) by calling 301-733-2878 or emailing the church office at office@tlchag.org. The request is then referred to the Activities Coordinator.

2. The Activities Coordinator coordinates requests with appropriate ministries/teams. If requested date conflicts with a TLC activity or event, the TLC activity or event has first priority for use of facility. Once a date is confirmed by the Activities Coordinator as available, a "Request for Use of Facility" application is sent to the requestor for completion.

3. An application for "Request for Use of Facility" is attached to this Policy. Additional copies may be duplicated or obtained from the church office. Applications should be submitted a minimum of four weeks in advance of the event, if possible (a 12 week notice is preferred).

4. The final decision to approve or disapprove a request is made by the TLC Council; and while we wish to be of service to the community, TLC reserves the right to deny any requests made. If approved, the opening and closing of the facility shall be done by a designated church/staff member. The need for a TLC member to be present during the requested event will be determined by the Council on a case by case basis. If a TLC staff member is required to be present then additional fees may apply.

D) Liability

1. Users of church facilities assume all liability. Neither TLC, its employees, members, nor its officers may be held liable for any injury, illness, or other damages occurring at non-church activities held on its premises.

2. Non-profit groups and independent practitioners using TLC facility shall carry liability and property insurance coverage for third party facilities which shall protect users, TLC members, guests and TLC while using the TLC facility. The amount of the coverage must be equal to or greater than what is currently in place by TLC. If the party requesting use of the TLC facility does not have adequate insurance coverage then the requesting party may be required to get an event rider for their policy to satisfy the minimum requirements. Church sponsored events shall be covered by the existing insurance policy or by a special events policy rider purchased by the church. TLC reserves the right to request proof of coverage which may be either 1) a copy of the insurance declaration page, or 2) an ACCORD form showing insurance coverage policy number, policy id number, and limits of coverage.

3. Users are responsible for any and all damage caused during scheduled event. Any damage caused by users of church facilities must be repaired to the satisfaction of the Property Committee and Church Council.

4. If a caterer is used, the caterer must be licensed and have their own insurance coverage as required in (2) above and will also be held responsible for any damage incurred in use of the kitchen and hall. Refer to section E-4 for kitchen use details.

E) Specific Guidelines for Use of Church Facility

1. Music and programs should be in keeping with the sacredness and dignity of the church.

2. Organ, piano, and Audio/Visual equipment shall be operated only by persons who have been authorized to do so by TLC. Equipment brought in from the outside for use in the TLC facility must have been inspected and deemed safe and suitable for use in the facility. Such equipment must be identified on the Request for Use of Facility application.

3. No church furnishings or equipment are to be moved off church property without getting expressed approval by the TLC sexton. A property log sheet must be completed at the time the furnishings/equipment are removed.

4. The TLC facility has two (2) kitchen areas that are available for use for events. The kitchen in Fellowship Hall is a commercial (industrial) facility that is appropriate for food preparation and the kitchen in Memorial Hall is a warming kitchen only to be used to warm previously prepared food. The use of a kitchen facility must be identified on the Request for Use of Facility application. Prior to the use of a kitchen facility the requestor must meet with a member of the Fellowship and Parish Life committee to review the Kitchen Use Policy.

5. No tape shall be placed on the walls or chalk board surfaces; no tacks or nails shall be used to install decorations or other materials in or on the building interior or exterior. All decorations must be removed immediately after completions of use of facility.

6. Users of church facilities will recognize the fact that the church is the House of God and will conduct themselves at all times in a manner befitting the atmosphere of this place of worship.

7. No alcoholic beverages or drugs may be brought into or served in the church premises at any time.

8. No person under the influence of alcoholic beverages or drugs will be permitted to use church facilities.

9. No unsupervised minors (18/under) will be permitted to use church facilities. Organizations with minors present must have a child protection policy in place and enforced. A copy of the policy must be presented to the TLC Council for approval. A representative of the requesting party shall be required to sign a TLC child protection policy acknowledgement.

10. Smoking is not permitted in any parts of the building. Use of candles will be reviewed and approved/disapproved on a case by case basis. The use of indoor grills is prohibited. In the case of an emergency (fire, etc.) then the Fire and Safety Guidelines must be followed. A copy of the guidelines will be provided in the facility use packet.

11. Maximum capacities for use of the facility as established by the County Fire Marshall are: Sanctuary – 540, Fellowship Hall – meal 300/no meal 400, Memorial Hall – meal xxx/no meal xxx. **Updated occupancy limits will be provided with the proposed safety policy.**

12. Parking shall only be in marked parking spaces.

13. Table set-up/arrangement can be moved to suit your needs, *provided 3'-0" wide fire safety aisles are maintained* to reach all exit doors and the table set-up arrangement is returned to the same arrangement as found when you arrived. Emergency Exit aisles (42" wide) must be maintained to all marked emergency exits. **Updated specifications will be provided with the proposed safety policy.**

14. Users of the facility have the responsibility of leaving the facility in the same or better condition as found. TLC assumes no responsibility for any personal property left on the premises.

### **III. Fees for Use of Church Facilities**

1) Refer to section V. for a list of fees for use of the TLC facility.

2) In addition to a fee for use of the facility, TLC reserves the right to request a deposit which will be returned upon satisfactory completion of a facilities inspection and no damages are reported or no other outstanding fees are due TLC.

3) Additional fees may be required for kitchen use (refer to TLC Kitchen Use Policy) and audio/visual equipment use.

4) For functions where services would be requested of any TLC staff member, additional fees may be required and must be arranged for during scheduling with the Activities Coordinator.

5) The TLC Council or its designee (s) reserves the right to establish specific fees for recurring facility usage by non-profit organizations. Such agreements must be recorded with a facilities use request form.

6) Fees for facilities use are based on actual operating overhead costs and annual hours of operation (4160). The resulting amount represents reimbursement for expenses incurred and does not include any profit for TLC. These amounts should be reviewed periodically and adjusted accordingly. This formula has been reviewed and approved by the TLC accounting consultant.

#### **IV. Exceptions**

A. An exception to paragraph II(B), purposes for which building cannot be used, may be made only when commercial entities (e.g. Pampered Chef, Longaberger Baskets, Avon, etc.), crafters, or artists are invited to TLC to participate in church events such as bazaars, festivals, yard sales, or other events sponsored by the TLC. The TLC facility may also be used as a polling location by the Board of Elections.

B. An exception to paragraph II (E)6, use of alcohol, may be made only for the use of wine in sacraments.

#### **V. Fees for Facility Use**

<b><u>Service Desc.</u></b>	<b><u>Maximum Fee</u></b>	<b><u>Comments</u></b>
<b>TLC facility use</b>	<b>\$88.00/hour</b>	<b>Based on actual annual operating overhead and operating hours.</b>
<b>Deposit</b>	<b>\$200</b>	<b>Returned after post event facility inspection and no damage is found.</b>

**REQUEST TO USE FACILITY**

**TRINITY LUTHERAN CHURCH  
15 Randolph Avenue  
Hagerstown, Md. 21740**

**Date Application Submitted:** \_\_\_\_\_

**Name of Individual Making Request:** \_\_\_\_\_

**Name of Non-Profit/Corporation (if applicable)** \_\_\_\_\_

**Address and Phone Number** \_\_\_\_\_

\_\_\_\_\_

**Event & date(s)** \_\_\_\_\_

**Number of Attendees Expected:** \_\_\_\_\_

**Time/Duration** \_\_\_\_\_

**Facility Capacities: Sanctuary – 540, Fellowship Hall w/meal – 300, Fellowship Hall w/no meal – 400, Memorial Hall w/meal – xxx, Memorial Hall w/no meal – xxx.**

**Areas requested:**

**Sanctuary (capacity 540 people)** \_\_\_\_\_

**Fellowship Hall (capacity 400 people w/o meal, 300 people w/meal)** \_\_\_\_\_

**Fellowship Hall Kitchen** \_\_\_\_\_

\_\_ Memorial Hall (capacity xxx people w/o meal, xxx people w/meal) \_\_\_\_\_

\_\_ Memorial Hall Kitchen \_\_\_\_\_

Total Donation: \_\_\_\_\_

Identify any additional equipment that will be brought into the TLC facility from the outside:

If minors (18 years old and under) are expected at the scheduled event then a TLC Child Protection Acknowledgement form must be signed by an authorized representative of the requesting party. Signed form must accompany this request form.

I have read and understand Trinity Lutheran Church's Policy for use of Church Facility and will adhere to the criteria outlined. I further understand that I am responsible for any damages and/or any other liabilities that may occur as a result of the above described event scheduled at the TLC facility.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witness Date

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Date Request Received in TLC Office \_\_\_\_\_ Date to Coordinator: \_\_\_\_\_

Date Referred to Council: \_\_\_\_\_

Council Action: Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

If Disapproved, list reason(s): \_\_\_\_\_

Date Requestor was contacted: \_\_\_\_\_