

# GENERAL BUILDING USE POLICY

## Trinity Presbyterian Church

### I. Introduction

Trinity Presbyterian Church welcomes you! We are glad to accommodate you and/or your organization. We have several spaces within our building available for the use of the general public and are happy to assist in providing a venue for your community and fellowship.

At the same time, we ask that as you use Trinity's space, you accord the facilities respect and conduct your activities in a manner befitting the dignity of our church. The fees we assess go primarily towards reimbursing the church for the costs--in time, personnel, and money--of using the building outside of our normal operating hours. Thank you for your cooperation. We are pleased to work with you.

### II. Fees and Deposits

<u>Facility In Use</u>	<u>Member</u>	<u>Non-Member</u>
Founders Hall	No Charge	\$150.00
Kitchen/Fellowship Hall	No Charge	\$150.00
Sanctuary	No Charge	\$300.00
Classrooms/Nursery	No Charge	\$50.00

#### CLEANING DEPOSIT:

**In addition to the above use fees, a \$50.00 cleaning deposit is also required of non-members. This cleaning deposit will be refunded upon completion of the event, provided areas used have been cleaned following the below guidelines. Deposits are subject to forfeit if it is determined cleaning requirements are not met. Users shall be responsible for all damages, i.e. sink stoppage, breakage**

### **III. Cleaning and Catering**

Please adhere to the following cleaning guidelines for each particular space in order to receive your cleaning deposit back in full.

1. **Sanctuary:** Vacuum carpeted areas that have been trafficked during use; return any furniture to its original configuration; do not disturb any religious items (including baptismal font, communion table, pulpit paraments, wall banners)
2. **Founders Hall:** vacuum carpeted areas that have been trafficked during use; return furniture to its original configuration; clean up the kitchen sink area outside the Fellowship Hall (if used); clean up the bathrooms (if used)
3. **Kitchen and Fellowship Hall:** Clean stove and or microwave if used, wash all dishes, silverware, utensils, etc. used; clean counter tops; sweep and mop floors; remove trash to outside trash bin; return furniture in dining area to original configuration
4. **Classrooms/Nursery:** vacuum/sweep areas that have been trafficked during use; clean off classroom tabletops; sanitize toys and changing table used (nursery only)
5. **Bathrooms (any that are used):** assure toilet is flushed and cleaned and sink area is wiped clean

**\*\*ALL CLEANING MUST BE COMPLETED AND AREA VACATED BY 9:00 PM ON THE NIGHT OF USAGE.\*\***

#### IV. Building Use Procedures

- 1) Trinity's **Building and Grounds Committee** is responsible for the rental/use of all church facilities. (Contact: Erick Shireman, [erickshireman@yahoo.com](mailto:erickshireman@yahoo.com))
- 2) The Building and Grounds Committee (or committee chair) must obtain the **Session Committee's** approval prior to confirming a date for use
- 3) At the time a date is set and approved by the Session, the Building & Grounds Committee will assign a "Building Use Coordinator" for the use of the church areas so designated. This "Building Use Coordinator" will set up a meeting to fill out the **Building Use Coordinator Checklist** (see below) and collect fees and cleaning deposits.
- 4) If the use is for a wedding or funeral, please contact the Pastor directly in order to schedule a date and request Trinity's separate "**Wedding Policy**" or "**Funeral Policy**" guidelines.
- 5) Florists or others selected for decorating during your event will be required to observe the following restrictions:
  - a. The use of nails, screws, and tape to affix decorations onto church furniture (i.e. tables, pews, organ, pulpits) is prohibited. Wire or pipe cleaners *can* be used to attach decorations to furniture.
  - b. No candles or candelabra may be used over carpeted areas in the church without proper protection (i.e. plastic/fabric drop cloths.) Carpet must be completely protected from all candle drippings. No candles or candelabra may be used on the Communion Table.
- 6) All activities in our facility should be conducted with dignity and respect for the church. No alcoholic beverages shall be served at the church, and Trinity Presbyterian Church is smoke-free.

## Building Use Coordinator Checklist

Rental/Use (TYPE OF ACTIVITE): \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Areas requested (MARK YES or NO): Sanctuary \_\_\_\_\_; Founders Hall \_\_\_\_\_;

Kitchen \_\_\_\_\_; Fellowship Hall \_\_\_\_\_; Classroom \_\_\_\_\_;

Nursery \_\_\_\_\_.

Users Name: \_\_\_\_\_; Phone#: \_\_\_\_\_

Building Use Coordinator Name: \_\_\_\_\_; Phone# \_\_\_\_\_

1. [ ] Ensure everyone is clear on deposits & fees; (See page 1)
2. [ ] Fees Paid
3. [ ] Cleaning Deposit paid
4. [ ] Date & Time building needs to be open: \_\_\_\_\_  
\_\_\_\_\_
5. [ ] Turn on A/C or Furnace as required 4 hours prior to opening building.
6. [ ] Decorating: The florist or others selected will be required to observe the limitations and restrictions which follow.
  - a. [ ] The use of nails, screws, and tape to affix decorations onto church furniture (i.e. tables, pews, organ, pulpits) is prohibited. Wire or pipe cleaners *can* be used to attach decorations to furniture.
  - b. [ ] No candles or candelabra may be used over carpeted areas in the church without proper protection (i.e. plastic/fabric drop cloths.) Carpet must be completely protected from all candle drippings. No candles or candelabra may be used on the Communion Table.

7. [ ] All activities in our facility should be conducted with dignity and respect for the church. No alcoholic beverages shall be served at the church, and Trinity Presbyterian Church is smoke-free.
8. [ ] **CLEANING REQUIRED AS FOLLOWS PRIOR TO RETURNING THE DEPOSIT. Users shall be responsible for all damages; I.E. Sink stoppage, and breakage.**
- a. [ ] **SANCTUARY:** Vacuum carpeted areas that have been trafficked during use; return any furniture to its original configuration; do not disturb any religious items (including baptismal font, communion table, pulpit paraments, wall banners)
  - b. [ ] **FOUNDERS HALL:** vacuum carpeted areas that have been trafficked during use; return furniture to its original configuration; clean up the kitchen sink area outside the Fellowship Hall (if used); clean up the bathrooms (if used) items used and clean counter tops, sweep and damp mop floors, remove trash to outside trash barrel
  - c. [ ] **KITCHEN & FELLOWSHIP HALL:** Clean stove and or microwave if used, wash all dishes, silverware, utensils, etc. used; clean counter tops; sweep and mop floors; remove trash to outside trash bin; return furniture in dining area to original configuration
  - d. [ ] **CLASSROOMS/NURSERY:** vacuum/sweep areas that have been trafficked during use; clean off classroom tabletops; sanitize toys and changing table used (nursery only)
  - e. [ ] **BATHROOMS:** assure toilet is flushed and cleaned and sink area is wiped clean
  - f. [ ] **Any and all “Trinity Presbyterian Church” cleaning equipment used by “rental/user” shall be cleaned(mop & mop buckets) and returned to proper storage space.**
  - g. [ ] **All items removed and cleaning must be completed by no later than 9:00 PM on the day of use.**