

# Guidelines and Rules for USE OF CHURCH FACILITIES

## TRINITY EVANGELICAL LUTHERAN CHURCH Latrobe, Pennsylvania

### GUIDELINES FOR USE

1. Applicants may use only the areas for which permission has been given and the adjacent restrooms.
2. No furnishings may be moved into or out of the assigned area without permission.
3. Audio-visual equipment, pianos, and other special equipment may be used by non-Trinity organizations only with specific permission.
4. Books, printed materials, bulletin board displays, supplies, and other materials used by the church are not to be used or disturbed.
5. *Nothing may be affixed to painted surfaces by any means.* All display materials must be removed from bulletin boards and blackboards at end of the program. Any other decorations must be *completely* removed by the user.
6. At the close of the event the facilities must be returned to their original condition, all lights turned off, all doors closed, and fans turned off.
7. Thermostat settings may not be changed. Concerns about heating or cooling should be referred to the sexton or staff person on duty, or to the office.
8. Non-church meetings may not continue beyond 9:30 p.m., unless specific permission is granted in advance.
9. All safety and fire codes must be obeyed. Doorways, hallways and access ways may not be blocked.
10. Church parking is limited. Spaces specifically marked for church staff may not be used. Cars should not be parked on adjacent private properties.
11. The church assumes that room users will be responsible for setting up the room. Sextons or authorized persons may be available to assist if arrangements are made in advance. Room set-up forms are available for instruction.
12. No smoking is permitted anywhere in the building.
13. Users will be responsible for property damaged by abuse or neglect.

### SCHEDULING REGULATIONS

#### For non-members and 'outside' organizations

1. Non church-sponsored organizations must submit a written request on our standard forms indicating the nature of the activity, the space required, date of occupancy, hours of occupancy, and any special equipment desired. A pastor may grant one-time use, while on-going use requires Congregation Council approval and documentation of liability insurance.
2. All space and time assignments will be made by the church office.
3. Church-related activities take precedence over all other activities. Worship services must not be disturbed.
4. Activities outside regular sexton hours will require staffing at a cost of \$10/hour rounded to the next half hour when usage exceeds even or half hours. The fee must be paid directly to the building attendant on the same day as building usage. Facility use is contingent upon the availability of an authorized person for building coverage.
5. Groups wishing to use the elevator should make prior arrangement to assure that a key is available.
6. Trinity reserves the right to cancel any or all meetings or functions with proper notice. Trinity assumes no responsibility for damages or losses incurred due to such cancellation. **In the event of a funeral luncheon or other church event, the use of Fellowship Hall by the church takes precedent over any prior request. At such time, those requesting Fellowship Hall will be notified as soon as possible and given the opportunity to use other available room within the church facility.**
7. A master schedule of meetings, etc. will be posted on the hall bulletin board and must be kept up to date to avoid scheduling conflicts.
8. Non-members desiring the personal use of Fellowship Hall or the Weis Room will be asked to make a donation of \$10 per hour in addition to building attendant fees. (The \$10/hour donation to the church will be waived for non-profit organizations.)
9. A copy of these regulations will be supplied to each group or individual given approval for room use.

### **For members' private use**

1. Requests must be made to the office in advance to assure room availability.
2. Church-sponsored events take precedence; worship should not be disturbed. **In the event of a funeral luncheon or other church event, the use of Fellowship Hall by the church takes precedent over any prior request. At such time, those requesting Fellowship Hall will be notified as soon as possible and given the opportunity to use other available room within the church facility.**
3. Room use outside regular sexton hours will require staffing at a cost of \$10/hour rounded to the next half hour when usage exceeds even or half hours. The fee should be paid directly to the building attendant on the same day as building usage. Room use is contingent upon the availability of an authorized person for building coverage.
4. Use of the elevator should be requested in advance, so that a key is made available.
5. Users are responsible for set-up of tables and chairs and room clean-up, including returning the tables and chairs to storage, unless prior arrangements are made with the office. Set-up for private events will require additional staffing time and remuneration at the above rate.
6. Members using Fellowship Hall or the Weis Room for personal use will be asked to make a minimum donation of \$10 toward the use of air conditioning, if used.
7. A copy of these regulations will be supplied to each member requesting use of our facilities.
8. Personal room use should be listed on the master calendar to avoid conflict.

### **EXPECTATIONS OF THE SEXTONS FOR ROOM USE**

1. Our sextons are engaged to provide accommodating space as needed for congregational activities. Their work includes room set-up and clean-up for church-sponsored events.
2. When large events are planned, we request that the sponsoring committees or groups assist the sextons in preparation and clean-up.
3. Sexton work hours are 7 a.m. to 3 p.m. and 6 p.m. to lockup (no later than 9:30 p.m.) Monday through Thursday. Friday work hours are from 6:30 a.m. to 2:30 p.m. Weekend sexton work hours are 7:00 a.m. to 9 a.m. and 5:00 p.m. to lockup (no later than 8:30 p.m.) on Saturdays and 7 a.m. to 1 p.m. on Sundays. Use of the facilities for other than church-sponsored events beyond these hours is subject to the availability of an authorized person as described above.
4. A sexton is not expected to set up for non-church events during regular hours.

### **AUTHORIZED BUILDING COVERAGE BEYOND REGULAR SEXTON HOURS**

1. The church will develop a list of authorized persons available for building coverage beyond regular sexton hours. These authorized building attendants will be trained in regard to building facilities, emergency needs, etc., and will be scheduled by office staff to be present for all private and outside group use during these hours. Users accept responsibility to directly pay the building attendant at a rate of \$10/hour rounded to the next half hour when facility usage exceeds an even or half hour. Payment is to be made to the building attendant on the same day as facility use.
2. Efforts will be made to secure unused portions of the building, when possible, and room users will be advised as to appropriate doors to use for entrance and exit.
3. For private functions a building attendant is required. For church sponsored and ministry related activities church staff or group leaders may be authorized as building attendants.

# FACILITY USE REQUEST

Name \_\_\_\_\_ Phone \_\_\_\_\_

Member \_\_\_\_\_ Non-member \_\_\_\_\_

Organization (optional) \_\_\_\_\_

Date of use \_\_\_\_\_ Times \_\_\_\_\_

Room request \_\_\_\_\_

Type of event \_\_\_\_\_

Number of people anticipated \_\_\_\_\_

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

**Office use only**

Attendant required? \_\_\_\_\_ Attendant serving \_\_\_\_\_

Certificate of Insurance provided \_\_\_\_\_ yes \_\_\_\_\_ no

***CHURCH GROUPS: Please include sketch of room set up below or on back of this page, if required.***