



## **BUILDING USE POLICIES**

### **1. PASTORAL CONCERNS**

The responsibility for the security and maintenance of all Trinity Lutheran Church facilities is vested in the Board of Trustees, whose day-to-day representatives are the pastors and staff members. Use of the facilities shall be solely for religious, educational, social services, and spiritual functional purposes. The TLC Council reserves the right to alter or change this policy without prior notice. TLC facilities may be used with prior approval by a staff member subject to the following rules:

### **2. SCHEDULING**

- a. TLC functions shall always have priority over outside requests, and no meeting shall be scheduled by any group that will conflict with any regular or special event involving the entire congregation.
- b. All activities require the proper forms and must be scheduled with an office staff member.
- c. The TLC Council reserves the right to refuse the use of TLC facilities to any and all groups without explanation.
- d. All group leaders must notify the church office if meetings are canceled or changed.

### **3. BUILDING & EQUIPMENT**

- a. TLC facilities will not be available to any individual or group that will engage in a for-profit venture.
- b. No alcohol, tobacco products or firearms are allowed on TLC properties.
- c. Use of the kitchen, in the Fellowship Hall, must have prior approval and conform with the procedures of the kitchen host/hostess who will be present for the event.
- d. Upon request, TLC equipment may be used after completing the form in the church office. However, no TLC equipment is to be removed from any room or removed to any offsite location without prior approval.
- e. TLC audio and sound system equipment may be used upon further training given.
- f. No food or drink will be allowed in the Sanctuary when renting.
- g. Lighting – Turn them on when you arrive and off when you leave.
- h. Locking of the facilities will be handled by TLC staff members.
- i. No unattended children or youth are to be allowed in any room.
- j. All groups must be courteous and aware of other groups using the facilities.
- k. All groups must leave rooms as you found them or return rooms to their original condition. This is the responsibility of the leader of the group using the room.

### **4. FEES AND SERVICES**

- a. Payment is to be received by a TLC staff member prior to use of the facilities.
- b. Fees for use of TLC facilities will be charged in accordance with the current Council approved fee schedule.
- c. Church business or church sponsored events within TLC's mission will not pay for building use
  - i. Examples: Troop 5 Boy Scouts, Quilters, Money Counters, Youth, Council, Preschool, Altar Guild, WELCA, etc.

- d. **Fellowship Hall Receptions:** (weddings, baptisms, anniversaries, etc. one time use)
  - i. Trinity Members: \$150.00 – For 150 + guests (149 and below, refer to Fellowship Hall gatherings)
  - ii. Non-members: \$300.00 – Initial fee for 150 guests, paid in advance  
\$25.00 – For each additional group of 25 guests
  - iii. This fee is for a one-time use - paid each occasion.
- e. **Gatherings:** (oral interpretation, dance, girl scouts, etc.)
  - i. Trinity Members: \$25.00
  - ii. Non-members:
    - 1. \$35.00 for groups of 25 and under
    - 2. \$50.00 for 26 to 50
    - 3. \$100.00 for 51 to 100
    - 4. \$200.00 for 101 to 250
  - iii. One-time use – pay for each occasion
  - iv. Monthly scheduled events – pay a one time fee for the calendar year
  - v. The Sunshine Room is not available for rent during the school year.
- f. **Kitchen Use:**
  - i. A kitchen host/hostess will be present for all events requiring the use of the kitchen.
  - ii. Kitchen Host/Hostess Fee: \$75.00 (for both members and non-members) (\$75.00 is equivalent to 7.5 hrs. Any additional hours will be billed for \$10/hr. to the party or parties.)
    - 1. This fee also covers the use of china, silverware, silver service, linens, glasses, cups, and the dishwasher.
    - 2. Kitchen host/hostess WILL NOT make food or beverages.
    - 3. Food and beverages may be brought in.
    - 4. All paper products must be purchased and provided by the requesting party or parties.
  - iii. Server Fee (if needed): \$25.00 per server
  - iv. ABSOLUTELY NO GREASE DOWN THE DRAIN!
- g. **Custodian:**
  - i. A custodian will clean after any occasional event. All weekly/monthly scheduled events will be responsible for cleaning up after themselves.
  - ii. Custodian Fee: \$75.00 (for both members and non-members)
- h. **Sanctuary Use:**
  - i. Members pay no fee for use of the sanctuary
  - ii. Non-members will pay:
    - 1. \$100.00 for a small informal event (less than 100 guests)
    - 2. \$200.00 for a medium size event (100-200 guests)
    - 3. \$300.00 for a large size event (over 200 guests) PLUS
    - 4. \$50.00 for event host/hostess PLUS
    - 5. Custodian Fee (see above)
- i. **Screen Use:**
  - i. Members pay \$15.00 for use of the screens
  - ii. Non-members will pay \$30.00 for use of the screen.

Approved by Board of Trustees  
October 8, 2019  
 Adopted by Church Council  
November 12, 2019