



Facilities Use Policy

1.1 | Purpose Statement

Trinity CRC's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

Facility use will be permitted only to persons or groups who do not hold to, advance, or advocate beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, Trinity CRC's *Statement of Faith*, and the CRCNA Creeds and Confessions. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or teachings. The Council [Elders, Pastor(s), and Deacons] is the final decision-maker concerning use of church facilities. This restricted facility use policy is necessary for two important reasons:

- a. The church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice.
- b. It is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees *all of its property* as holy and set apart to God for his glory.



1.2 | Approved Users and Priority of Use

The Council must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

- a. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are not contrary to the church's faith and practice.
- b. The group or person seeking facility use must submit a signed Trinity Facilities Use Agreement and Hold Harmless Agreement.
- c. The group or person seeking facility use must be willing to take responsibility for the care, cleaning, and repair of facilities and equipment used, and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

1.3 | Facility Use Hours

Facilities are available between the hours of 9:00 a.m. and 9:00 p.m. Monday through Friday, and until 6:00 p.m. on Saturdays. The church facilities are not available on Sunday. Use outside these hours may be approved by the Council upon request.

1.4 | Scheduling Events

Facility use requests shall be made to the Office Administrator by submitting the *Trinity Facilities Use Agreement and Hold Harmless Agreement*. The event will be reserved and placed on the church calendar only when the Council approves the use.

1.5 | Fees

Use of church facilities is subject to a use and maintenance fee of \$200.00 to pay for the maintenance of church facilities. Church members are not required to pay a fee for usage because maintenance of the facilities are derived from member tithes and offerings. Trinity may exempt certain organizations from the insurance and fee requirements on a case by case basis.

Weddings, Funerals, and One-Time Events

A deposit of \$100.00 is required to hold the date open for your event and serves as a cleaning deposit/fee. The deposit is only refundable if the event is cancelled.

The Rental Fee for One-Time events is \$200.00. This fee is for the use of the sanctuary, fellowship area, restrooms and kitchen areas. You shall be financially responsible for the actual cost of any negligent or willful and wanton damage caused to the facility or its contents by you or your guests.

The Janitorial Fee for One-Time events is \$100.00. This fee must be paid as the initial deposit and is for setting up and taking down of tables and chairs. This also includes the cleaning and picking up of all areas after an event. You and your party are responsible for cleaning dishes and counters. The church janitor will wash the floors.

Please note: As per 1.1.a of Trinity's *Statement of Faith*, "The Church building and grounds are only used for Christian weddings where either the bride, the groom, or an immediate family member is a professing member of the congregation".



1.6 | Facility Use Guidelines

Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

- a. **Alcohol and Drug Policy:** No alcohol or drugs may be served in church facilities.
- b. **Smoking Policy:** Use of any tobacco or E-Cigarettes products in any indoor church facility is prohibited.
- c. Groups are restricted to only those areas of the facility that the group has reserved.
- d. Food and beverages are allowed in the Kitchen, Fellowship, Youth Room (basement), and Nursery only.
Drinks in Nursery for children should be contained in a cup or bottle with a sealed lid (ie. “sippy cup”). Food and beverages are *not allowed* in the Sanctuary, Foyer, bathrooms, offices, or classrooms.
- e. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
- f. All lights must be turned off and doors locked upon departure. If no group member has a key to the church facilities, doors will be unlocked prior to scheduled use by a member of our Building and Grounds Team, and will be locked by a Team member after use.
- g. The person or group using Trinity’s facilities is responsible for general cleaning of the facilities used. If tables are used, then tables should be wiped clean. If dishes and utensils are used, then dishes and utensils should be cleaned and put away. This policy follows for everything used by the person or group.
Depending on the event, Trinity may negotiate a separate cleaning fee for carpets, floors, and bathrooms. Please note the cleaning fee for *One-Time Events* above in *1.5 Fees*.
- h. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
- i. Any person or group must sign the “Church Facility Reservation Request and Agreement” form prior to reservation of church facilities.

1.7 | Insurance

For all non-church-sponsored events, the group or person using the facilities must obtain liability insurance coverage in the amount of at least \$1,000,000.00. The user must also sign a *Trinity Facilities Use Agreement and Hold Harmless Agreement*. This Agreement must indicate that the person or group using Trinity’s facilities has listed Trinity CRC as an “additional insured” on the person or group’s policy with respect to the use of Trinity’s facilities. *Church members are not required to provide separate insurance.* Trinity may exempt certain organizations from the insurance and fee requirements on a case by case bases