



Building Use Policy and Fee Schedule

In light of the many activities held in the building facilities of Holy Trinity Lutheran Church (the “Church”), and because the primary purpose of the building is to gather to worship God, participate in the sacraments, give and receive instruction, initiate missions, and enjoy Christian fellowship, it is important that we manage the use of the building well, with care to preserve its beauty and function.

Facility Use Approval and Scheduling

Any group or person who wishes to use a Church facility must contact the Church secretary to reserve the requested facility. In addition, *non-Church related groups must complete an application.*

NOTE: Use of the sanctuary is limited to weddings and funerals for Church members. In addition, the facilities of the Church are not available for partisan purposes, for recruitment of members for clubs outside of the Church, for private enterprise, or for fund-raising purposes for organizations outside the Church.

Application for Facility Use

Applications for facility use are available from the Church secretary during office hours: Monday through Friday, 9 am–12:30 pm. The primary applicant must be at least 21 years of age.

Applicants are encouraged to complete an application at least six weeks prior to the desired date and will be accepted up to six months in advance. A refundable security deposit may be required (as set forth in the Fee Schedule, below) subsequent to the application’s approval. It will be returned after completion of building use, pending an inspection by a designated church representative of the items listed on the rental inspection checklist. Security deposits are due at least seven days prior to the event except for weddings, which are due 30 days prior to the event.

Applications are reviewed at the weekly Church staff meeting following receipt of the application. The application is subject to the approval of the Pastor of the Church or the designated contact person.

Priority Order for Facility Use

First priority is given to those groups within the Church family. On rare occasions, church groups may need to be moved to accommodate an event associated with a special event, such as a wedding or a funeral. When this happens, alternate arrangements will be made with the preempted group.

Priority order for use of a Church facility is:

- 1. Church Groups**

Regularly scheduled meetings to carry out the mission of the church require scheduling through the Church but no other approval.

- 2. Church-Related Groups**

Church-related organizations, interfaith groups, youth development groups and groups which carry out the purposes of the Church require scheduling through the Church but no other approval.



3. Non-Church Related Groups

Community service organizations, community interest groups, receptions, non-Church sponsored recitals, recreation and fellowship activities, club or group meetings require both scheduling through the Church and approval as described above. Non-Church related groups are required to complete an application.

Fee Schedule

In the event of cancellations, deposits will be refunded less a 10% administrative fee. Events sponsored by a Church member will receive a 10% discount on the facility fee. A separate refund policy is in effect for weddings/religious services, as set forth in the separate weddings/religious services document.

NOTE: The Church does not charge a fee for a burial, which includes the clergy, organist, and a simple reception: this is our ministry to you and your family. There may be fees associated with the procurement of additional musicians, catering of larger receptions, and flowers.

Facility	Fee	Deposit
Sanctuary	\$500	\$250
Downstairs Group Room	\$250	\$125
Fellowship Hall	\$500	\$250
Large Classroom	\$100 (4 hours)	\$50
Small Classroom	\$50 (4 hours)	\$25

Resource	Fee	Deposit
Organist	\$200	\$0
Staff	\$100 (4 hours) \$25 per additional hour	
Kitchen	\$250	\$125
Coffee Service	\$10/10 servings	\$0



Policies Governing Facility Use

Any organization that uses any space within the Church campus, including any part of the building or the parking, on or adjacent thereto, agrees to indemnify and hold harmless the Church. The organization using any space will be held responsible for damages to the facility incurred by any member of the group.

- We expect that the sanctity of the Church and its grounds will be respected by those who use it.
- Any use of the church building posing a threat to the building or any person in it, or to its contents, is not permitted. The church reserves the right to require any group using the church to purchase its own event insurance for the duration of the event and provide a copy of the certificate, in a timely manner, prior to the event. In such cases, Holy Trinity Lutheran Church must be named as the additional insured.
- All groups will restrict their activity to the room(s) assigned.
- Non-Church related groups **MUST** provide their own audio-visual equipment.
- Each group will be held responsible for the care and condition of the space and equipment used.
- All groups will perform their own general clean up and return of furnishings to their original positions. All program materials brought by the group will be removed from the space when the event is over. All trash and recycling must be removed from the building in bags/boxes and placed in the recycling and waste receptacles. (Trash and recycling receptacles are located on the northeast side of the main parking at the wooden fenced area.)
- All needs must be listed on the original application form. If requirements change unexpectedly, please contact us; although, we cannot guarantee that any additional requests will be honored.
- The use of alcohol or other mood-altering substance is not permitted on church property without the approval of the congregation council.
- Smoking is not permitted anywhere inside the church buildings.
- Requests to decorate the space must be stated on the written application. No screws, nails or tacks may be used. Masking tape may **ONLY** be used on glass, **NEVER** on painted walls or woodwork.
- If an application contains a request to use the kitchen facilities, the group will be asked to review and agree to the separate Kitchen Use Policy document. When making a request to use the building and kitchen, an applicant should consider their needs for paper and supplies, since the kitchen is equipped to handle normal use only, and events may deplete the available resources.
- All non-Church groups must vacate the building by 10 pm. Church-related groups must vacate the building by 10 pm on Saturdays and for any events that require janitorial services (e.g., receptions and weddings) to allow sufficient time for the room to be cleaned and prepared for its regular use.