

Facilities Policy and Guidelines

Trinity Lutheran Church

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(515)-295-3518



Table of Contents

1.0 Our Philosophy.....	2
2.0 Definitions	2
3.0 Requesting Use of the Facilities	2
4.0 Occupancy, Janitorial Fee and Capacity	2
5.0 Contact Persons Responsibilities	3
6.0 Deposits and Fees	3
7.0 Use of the Kitchen	4
8.0 Use of A/V Equipment	5
9.0 General Rules/Additional Information	5
Guidelines for Beer/Wine Consumption	7
Facility Map	8
Kitchen Use Checklist	9
Request to Use Facilities Form	10

1.0 Our Philosophy

The facilities at Trinity Lutheran Church (hereafter referred to as Trinity), including the sanctuary, Trinity Life Center and kitchen have been constructed for the glory and worship of God, to serve the worship, fellowship and social needs of the congregation. Additionally, Trinity's congregation has a sincere desire to be of service to the surrounding community. It is our belief that as we serve each other and our neighbors, we serve Christ. For this reason, our facilities are open to members of Trinity and non-members for constructive use. All requests are subject to evaluation and approval by the Facility Committee. All fees, terms and conditions are subject to adjustment by the Facility Committee upon request, on a case by case basis. Congregational functions will receive priority over non-congregational activities.

2.0 Definitions

2.1 The words "member", "membership" or "regular attendee" in this document mean a member of the local congregation of Trinity Lutheran Church, as defined by the Life Center Committee not classified to only baptized, confirmed and voting members. A *regular attendee* is a person who attends service but has not yet become a member of the church yet. A *non-member* is a person who does not attend services at Trinity Lutheran Church.

2.2 Any group or organization specifically sponsored by Trinity will be considered a member. Any group or organization not specifically sponsored by Trinity is a non-member. Non-members include individuals who are not members of the congregation, non-profit organizations and for profit organizations.

3.0 Requesting Use of the Facilities

All requests for use of the Trinity Life Center, kitchen or meeting room should fill out the *Request to Use Facilities* form provided on page 10 of this document and submit it to the Life Center Facility Committee/Chairperson. The committee/chairperson will advise the applicant of availability, payment agreement and sign rental agreement.

4.0 Occupancy and Janitorial Fees

4.1 Appropriate janitorial fees will be charged according to the event. Fees may be reduced or waived at the discretion of the Facility Committee/Chairperson. A non-member whose fees are waived may be charged after the event if clean up by the user is not satisfactory and the facility used is not left clean and orderly, as determined by the Committee/Chairperson. It is expected that all equipment will be properly cared for and returned to its customary location. Any damage to equipment or property should be reported to the church office and replaced or repaired by the user as approved by the Facility Committee/Chairperson.

4.2 *Occupancy Load shall not exceed 290 persons* in building or space at any one time according to fire safety regulations and building codes.

4.3 The Facility Committee/Chairperson will make the decision if specific activities are a conflict with Trinity Lutheran Church's beliefs or missions before agreeing to rent the facility to said party.

5.0 Contact Person's Responsibilities

The contact person signs the *Request to Use Facilities* form and will be responsible for the following items.

- 1) Arrive before the starting time noted on the "Request to Use the Facilities" form.
- 2) Ensure that the building is occupied for the time requested and only in the appropriate areas.
- 3) Notify the appropriate church person when ready to vacate the building.
- 4) Prior to leaving the building, reset all furniture, leaving the facilities, including the kitchen as it was found.
- 5) Put trash outside in the dumpster in the trash corral.
- 6) Inform the church office of any incidents, unusual events, improper usage, breakage, etc.
- 7) Cleanup must be completed immediately following the event within a reasonable time.

6.0 Deposits and Fees

A deposit equal to the amount of the fee is required at the time the building use request form is approved by the Facility Committee/Chairperson. The rental fee needs to be paid to the Church Office **ten (10) days in advance of the event.**

	<u>Members</u>	<u>Non-Profit</u>	<u>Non-Members</u>
Trinity Life Center-Nonalcoholic	\$150	\$150	\$350
Trinity Life Center-Alcohol	\$200	\$200	\$400
Conference Room	Donation	\$40	\$40
Baptism/Confirmation	\$60	NA	NA
Girl Scouts/Boy Scouts & 4H	No Charge	No Charge	No Charge

Add ons and fees:

Gold Chargers	\$30
8" Rose Bowls	\$20
12" Beveled Mirrors	\$20
Bowls & mirrors together	\$35
Stemware	\$50

More Information:

*If you would prefer someone else to clean up after your event, that can be arranged. We guarantee you will receive your deposit back providing there is no damage or broken items at the Life Center facility. Call for pricing.

*Rental is for the entire day.

*The kitchen is available with all rentals at no extra cost.

*Wedding rentals are from Friday after hours (if available) to Sunday morning at 1:00 AM. All cleaning must be done prior to first service on Sunday.

* No charge for Girl Scout, Boy Scout, and 4-H groups for monthly meetings (2-hour time limit) providing rooms are cleaned and left as found.

*The Facility Committee/Chairperson reserves the right to rescind permission to use the facilities. Refer to 9.13 on page 5.

*Rental items **cannot** be removed from the Trinity Lutheran Life Center. Renters are responsible for cleaning rental items.

*Gold chargers **cannot** be put in the dishwasher. Wipe off with damp cloth and dry immediately, placing cardboard protectors between them for protection.

*Return rose bowls and mirrors to storage boxes after cleaning.

7.0 Use of the Kitchen

7.1 All uses of the kitchen must comply with county and state regulations.

7.2 Rules regarding the use of the kitchen will be found posted in the kitchen.

8.0 Use of A/V Equipment

8.1 Request for use of any audio/visual equipment, TV or speakers must be included in the *Request to Use Facility* form. No A/V equipment may be used or modified without contacting the IT Department of Trinity Lutheran Church. The A/V equipment installed in the Life Center is for meetings and presentations only. **NOT FOR PLAYING MUSIC**. If music is needed, you must supply your own DJ or request additional equipment used for a sound stage. **Renters cannot use sound stage equipment**. It can only be operated by people designated by the IT Department. Any broken or damaged equipment must be reported to the IT Department immediately.

9.0 General Rules/Additional Information

9.1 All uses of Trinity Life Center must meet county and state regulations.

9.2 Persons or groups using any of the facilities should confine their activities to the areas approved and the restrooms.

9.3 Parking is allowed only in designated parking spaces. As at any public facility, handicap placards are required to use the handicap parking spaces. Fire lanes and driveways must be kept clear at all times. Groups whose members consistently ignore parking regulations may have their permission to use the facilities rescinded.

9.4 The use of cellophane tape adhesives on any painted or finished wood surface is not allowed. Please use adhesives that will not damage the surfaces. No nails or pins are allowed to be used in the walls or ceilings.

9.5 Any group of youth under the age of eighteen (18) using the facilities must be accompanied by at least two (2) adults or advisors over the age of eighteen (18) who have accepted responsibility for the group.

9.6 Food or drink is permitted within the guidelines.

9.7 Any broken equipment or damage to the facility is the responsibility of the user/group and should be reported immediately to the Facility Committee/Chairperson. An accounting of any damages and refund of remaining deposit will be made within fourteen (14) days after the event.

9.8 The noise level of any activity shall follow city ordinance.

9.9 Trinity is a drug, alcohol (other than approved by Facility Committee/Chairperson and subject to attached guidelines), firearms and tobacco free facility. Anyone who is found drinking, smoking, vaping or under the influence of illegal drugs while on the premises may be asked to leave, and appropriate legal action may be taken. Groups whose members repeatedly violate this policy will be denied further use of the facilities.

9.10 The Facility Committee/Chairperson reserves the right to impose, modify, or waive fees for the use of the facilities of Trinity. Any individual, group, or organization may request modification of fees from the Facility Committee/Chairperson.

9.11 The Facility Committee/Chairperson reserves the right to determine whether any specific use of the facilities is appropriate and to prohibit any individual, group, or organization from using the facilities before the agreement is signed.

9.12 The Facility Committee/Chairperson reserves the right to rescind permission to use the facilities for the following reasons: • The purpose or meeting purpose of the renter is not compatible with the values, goals, aims, and methods of Trinity Lutheran Church. • The group or organization does not use the facilities as stated in its initial building use request. • Does not leave the facility clean and orderly • Its activities are found to be immoral or illegal.

9.13 It is understood and agreed that Trinity Lutheran Church is not liable for personal injury, illness, lost or damaged items that result directly or indirectly from use of the facility.

9.14 Any questions regarding interpretations of this document or the policies therein will be determined by the Facility Committee/Chairperson.

9.15 The Facility Committee/Chairperson reserves the right to change this document and any attachments at any time, including required fees and requested donations. However, existing agreements will be "grandfathered" until the existing "Request to Use Facilities" document expires. (One year from request, two years for weddings.)

9.16 Funerals conducted by Trinity Clergy are excluded from any rental fees.

9.17 As renters of Trinity Lutheran Church's property, we agree to protect, indemnify and hold harmless the Trinity Lutheran Church from any and all loss, cost, damage or expense, arising out of any person or property, and will protect, indemnify and hold harmless the Trinity Lutheran Church from any and all claims, cost or expenses arising from any failure of the renter in any respect to comply with and perform all requirements and provisions agreed to and required by law or ordinance, during the rental period.

9.18 You are encouraged to contact your insurance representative regarding your personal liability coverage when hosting an event.

GUIDELINES FOR BEER/WINE CONSUMPTION:

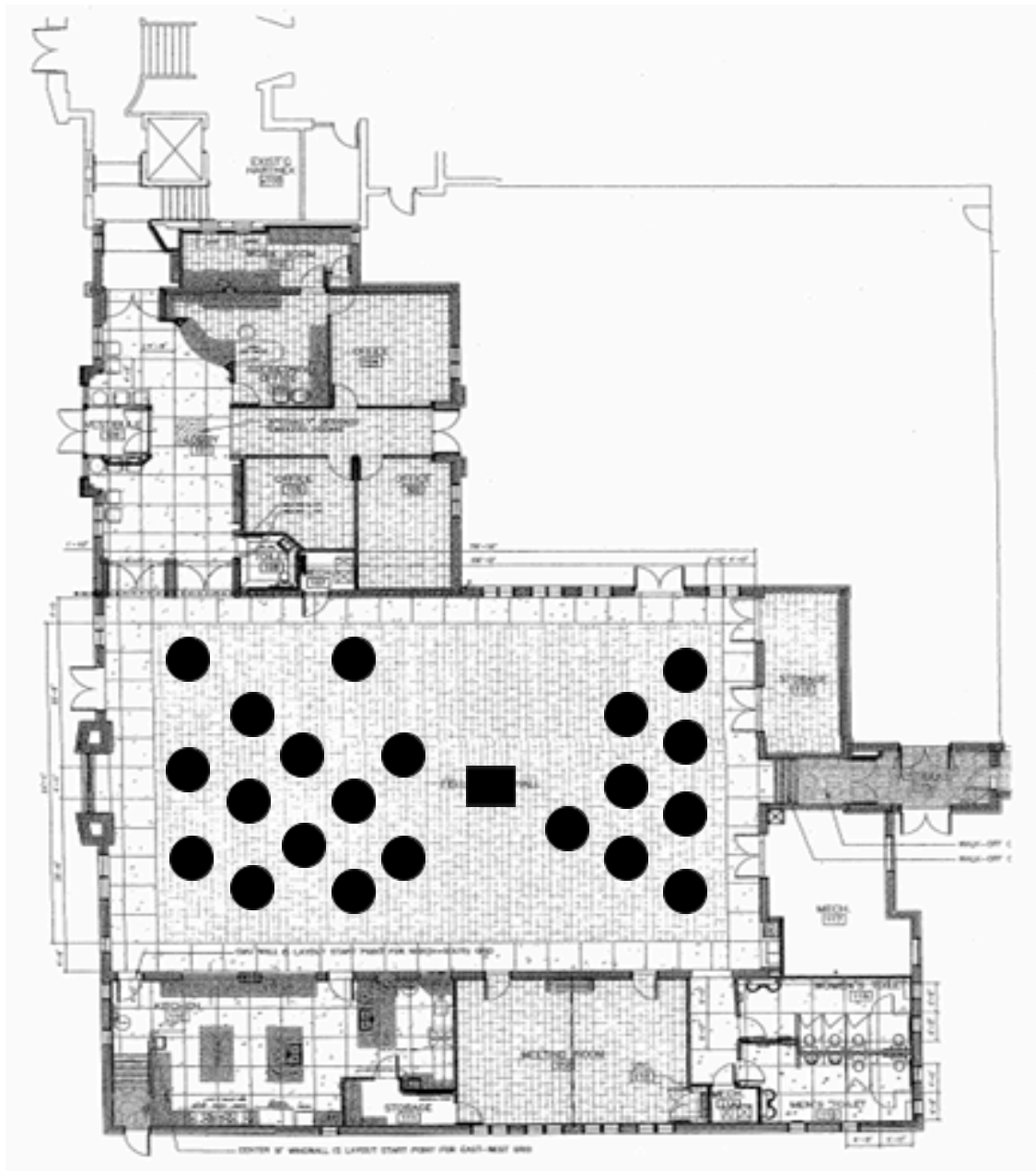
Alcohol is allowed at rentals of the Trinity Life Center under the following conditions:

1. The renter **MUST declare prior** to the rental if alcohol will be present at the rental. Failure to notify the Facility Committee of the presence of alcohol prior to the rental will result in the forfeiture of the damage deposit.
2. All laws of the State of Iowa regarding consumption of alcohol will be strictly observed. Violation of state code with regard to alcohol consumption will result in expulsion from the building, revocation of rental privileges and forfeiture of deposit.
3. Beer, champagne, wine and light wine (wine coolers) are the only alcoholic beverages allowed. Pop and/or bottled water must be available as an alternative.
4. All members of the party must adhere to all applicable laws and regulations regarding alcohol, such as drinking age and service restrictions.
5. Please NO beverages allowed on the dance floor!

****Any alcohol or illegal drug related problems or disturbances which are not satisfactorily resolved will cause the immediate forfeiture of the entire deposit.**

****No hard alcohol is permitted on the premises.**

Facility Map



Each table has 8 chairs

Kitchen Use Checklist

CHECKLIST FOR THE USE OF THE KITCHEN/HALL

ALL ITEMS MUST BE RETURNED TO THE ORIGINAL LOCATION.

DISHWASHER—OPERATING INSTRUCTIONS ARE REQUIRED BEFORE USING.

DISHES/SILVERWARE/GLASSES, COFFEE URNS, AND POTS/ PANS / SERVING UTENSILS MUST BE THOROUGHLY CLEANED AND RETURNED TO THE PROPER PLACE.

REFRIGERATORS—REMAINING FOOD ITEMS MUST BE REMOVED. SPILLS MUST BE CLEANED UP.

STOVE TOP AND OVEN (IF USED) MUST BE CLEANED.

KITCHEN SINK MUST BE CLEANED AND ALL COUNTER SPACE MUST BE THOROUGHLY WIPED. (NOTHING SHOULD BE LEFT ON THE COUNTER TOPS.)

THE FLOOR MUST BE SWEEPED AND THE SWEEPINGS PUT INTO TRASH BAGS.

THE FLOOR MUST BE MOPPED (mop & bucket are stored in the mechanical room – southeast end).

THE CARPET MUST BE VACUUMED (vacuum stored in storage room—northeast end).

ALL WASTE MUST BE PUT INTO TRASH BAGS, TIED, AND CARRIED OUT TO THE TRASH DUMPSTER ON SOUTH SIDE OF BUILDING (up kitchen stairs). Extra bags can be found under the sink.

CLEANUP MUST BE COMPLETED IMMEDIATELY FOLLOWING EVENT.

AFTER EACH FUNCTION, A DESIGNATED MEMBER OF THE FACILITY COMMITTEE WILL CHECK THE CLEANLINESS OF THE KITCHEN AND ASSESS ANY DAMAGES.

THANK YOU FOR HELPING TO KEEP OUR KITCHEN CLEAN!!!

Signature of Inspector: _____

Date: _____

**Trinity Lutheran Church
Request to Use Facilities
515-295-3518**

Contact Person: _____
Address: _____
City, State & Zip: _____
Home Phone: _____
Phone: _____ Cell: _____

Request Date: _____		Event Date: _____	
Purpose of Event: _____			
Rental Request:	<i>Life Center</i>	<i>Meeting Room</i>	<i>Dance Floor</i> <i>A/V Equip.</i>
Add Ons: _____ _____			
Alcohol Served:	<i>Yes</i>	<i>No</i>	Fee: \$ _____
Church Cleaner Hire Fee: \$ _____			
Fees: Rent \$ _____		Add ons Fee: \$ _____	
Deposit: \$ _____		Total Due: \$ _____	

***Deposit is due at time of reservation, and will be returned after the event when the Life Center has been checked. Rental fee is due 10 days prior to the event.**

***Both checks will be cashed.**

If you would like to donate your deposit to the church please make your wishes known.

Signature: _____ **Date:** _____

* By signing this request you are indicating you have read and agree to abide by the Facilities Policies and Guidelines. You are also agreeing to be the Contact Person for this event as outlined in Section 5.0 of the Facilities Policy and Guidelines NOTE: All building use requests should be submitted at least one month prior to facility use.

OFFICE USE: Date Received _____ Approval Date _____

Deposit Received: \$ _____ Fee Collected: \$ _____

Deposit Returned: Y N Amount Returned: \$ _____

Deposit Returned Date: _____

Deposit Donation to be used toward: _____

