

Facilities Policy and Guidelines

Trinity Lutheran Church

518 North Garfield Street, Algona, IA 50511
(515)-295-3518



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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" and "membership" in this document mean a member of the local congregation of Trinity Lutheran Church, as defined by our constitution. Members are classified as baptized, confirmed and voting members. Any person who does not meet the requirements in our constitution is a non-member.

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 sanctuary, Trinity Life Center, kitchen, class rooms or other church facilities by members, non-members, for non church use, or organizations should be made in writing on the Request to Use Facilities form provided (page 11 of this document), and submitted to the church secretary. The church secretary will advise the applicant of the availability of the requested facility, and arrange to have an authorized representative of that group make any necessary payments of fees and sign the Request to Use Facilities form. The church secretary will pass the application on to the Facility Committee for final approval.

After the Facility Committee meeting, the church secretary will advise the requesting group of approval or denial of the request for use and any applicable charges.

4.0 Members, Non Members and Trinity-sponsored Groups

Members may request the use of the church facilities for a wedding, family gathering, or other appropriate private event. Permission to use the facilities will be approved by the Facility Committee of Trinity. Members must schedule use of the facilities through the church office, following the procedure in 3.0. Parents or grandparents who are members may reserve the facilities for use by their children or grandchildren, regardless of the

membership of the children or grandchildren. Children or grandchildren may reserve the facilities for use by their parents or grandparents, regardless of the membership of the parents or grandparents.

Any individual, family, or group that is NOT a member of Trinity or not sponsored by Trinity may request the use of the church facilities for a wedding, family gathering, community meeting, or other appropriate private or group event. Permission to use the facilities must be approved by the Facility Committee of Trinity.

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. 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. 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.

4.2 Any person(s) or group(s) wishing to use any of the facilities and charging a fee or making a profit must schedule their use of the facilities through the church office following the procedure in 3.0. The facilities use fee will be set by the Facility Committee in proportion to the size of the group, what rooms they use, the length of the meeting, and the frequency of the meetings. There will be no additional fees. Long-term contracts may be arranged.

4.3 Requests from for-profit organizations must be approved by the Facility Committee of Trinity. After the Facility Committee meeting, the church secretary will advise the requesting group of approval or denial of the request for use, and of the charges.

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 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 Facility Committee. The **rental fee** needs to be **paid** to the Church Office **ten (10) days in advance of the event.**

| | <u>Member</u> | <u>Non-Profit</u> | <u>Non Member</u> |
|----------------------------------|----------------------|-------------------|-------------------|
| Trinity Life Center-Nonalcoholic | \$100 | \$150 | \$200 |
| Trinity Life Center - alcohol | \$150 | \$200 | \$250 |
| Meeting Room * | Donation Appreciated | \$25 | \$40 |
| Kitchen: | | | |
| 1. Light use | \$25 | \$65 | \$75 |
| 2. Heavy use | \$50 | \$125 | \$150 |

* 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 reserves the right to rescind permission to use the facilities. Refer to 9.13 on page 5.

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. See page 7.

7.3 The Facility Committee has oversight responsibilities for the use of the kitchen. Anyone wishing to use the kitchen or equipment in the kitchen must have been contacted by a representative of the Facility Committee prior to the event.

8.0 Use of A/V Equipment

Requests for use of any audio/visual equipment must be included in the Request to Use Facility form. No A/V equipment may be used without the use of an A/V technician designated by the congregation.

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 only permitted with prior approval.

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

9.8 The noise level of any activity should not interfere with any other activity that might be held at the same time.

9.9 Trinity is a drug, alcohol (other than approved by Facility Committee and subject to attached guidelines), firearms and tobacco free facility. Anyone who is found drinking, smoking, using 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 Every group that uses the facilities at Trinity must schedule their use of the facilities through the church office. Non-member groups must have a current Request to Use Facilities form on file in the office. Facility Committee must be notified in writing of cancellations within sixty (60) days of event or deposit will be forfeited.

9.11 The Facility Committee 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.

9.12 The Facility Committee 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.

9.13 The Facility Committee 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.

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

9.15 The Facility Committee 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.)

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

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.
- ☐ BATHROOMS MUST BE CHECKED, CLEANED IF NEEDED, AND HEATERS TURNED DOWN TO 50 DEGREES. ***Extra towels and toilet paper can be found in the cupboard above drinking fountain in Life Center. Key for paper towels is on bottom shelf, right side.
- ☐ CLEANUP MUST BE COMPLETED IMMEDIATELY FOLLOWING EVENT.
TRINITY LIFE CENTER MUST BE VACATED BY 1:00 AM.

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!!!

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 beverage allowed. Pop and/or bottled water must be available as an alternative.
4. Beer, champagne, wine, wine coolers must be dispensed by designated servers (or individuals who have had sufficient training in serving drinks and one who is proficient in the performance and accomplishments of this particular profession).
5. Alcoholic beverages **cannot** be served to an individual who is under the legal drinking age of 21.
6. The individuals who are dispensing drinks should only serve one drink at a time.
Absolutely NO pitchers of beer or bottles of wine can be placed on the tables!
7. Food needs be served constantly throughout the event that is taking place.
8. All individuals should be carefully observed throughout the event to make sure they are eating and not just drinking.
9. **Please NO** beverages allowed on the dance floor!

A pre-existing plan should be devised to handle an individual who has had too much to drink. This plan should be:

1. Alternate methods of transportation home after the event should the individual be in a diminished or incapacitated state and unable to drive their vehicle.
2. A method to limit or stop an individual's consumption should he/she have had too much to drink in the opinion of the server handling the event. (This detection method can be handled through simple observation and if the individual exhibits slurred speech, staggering, stumbling behavior or poor motor skill coordination, then no further alcohol should be given, dispensed or made available to this individual).
3. At least 1 ½ hours before the event concludes, the bar must be shut down and no further alcohol be made available to the individuals at the event.
4. In this 1 ½ hour time period, coffee and food should be made available and those present encouraged to remain and partake in the offerings. The coffee and food will not help those individuals who have been drinking sober up; the time certainly will.

Remember: For every one drink you consume, regardless of the type of drink it may be (12 ounces of beer or 4-5 ounces of wine), it will take at least one hour for that drink to be eliminated from your system.

Tablecloths, Decorations, Etc. for Rent

Trinity Life Center has several items which may be used for a special occasion with a small rental fee as follows:

| | |
|---|-----------|
| Gold Chargers (304) | \$ 25.00 |
| 8" Rose Bowls (42) used separately | 15.00 |
| 12" Beveled Mirrors (42) used separately | 15.00 |
| If bowls & mirrors are used together | 25.00 |
| Round White Tablecloths (33) and/or Rectangle White Tablecloths (6) (fee includes laundering & use) | 1.00 each |
| Table skirts: | 5.00 each |
| 4-all the way around 8 ft. tables | |
| 4-covers three sides 8 ft. tables | |
| 2-for the round tables | |

*Rental items cannot be removed from the Trinity Life Center. Renters are responsible for cleaning of items, except for tablecloths and table skirts.

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

*Rose Bowls & Mirrors should be cleaned and put back in boxes for storage.

*Fees are to be paid in advance for the use of items.

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

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

Person responsible for clean-up and dishes (if other than contact person) _____ **Phone #** _____

The Trinity Life Center should be returned to the condition it was prior to your event. Your deposit will be used if any janitorial services are required. You will be billed for any damage to the property. A clean-up checklist is posted in the kitchen.

_____ Initials

| Request Received Date | Event Date | Time Start | Time End |
|---|------------|---------------|---------------------|
| | | am/pm | am/pm |
| One time use – Yes _____ No _____ Recurrence Period: | | | |
| Purpose of Event: | | | |
| | | | |
| Special Arrangements Needed: | | | |
| | | | |
| Estimated Attendance: Adults _____ Youth/Children under 18 _____ | | | |
| Facility/Space Requested – Mark all which will be used | | | |
| Trinity Life Center | | | Meeting room |
| Kitchen – light | | Kitchen-heavy | Dance Floor \$50.00 |
| Additional items available – See fee schedule | | | |
| Alcohol being served | Y or N | | |

***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 event. Both checks will be cashed.**

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 _____
 Person opening/closing _____
 Custodial Notified _____
 Fees: Rent \$ _____
 Kitchen \$ _____
 Other \$ _____

Deposit Received \$ _____
 Fee Collected \$ _____
 Member Non-member
 Non-profit
 Deposit Returned _____