

TRINITY PRESBYTERIAN CHURCH FACILITIES USE POLICY AND REQUEST FORMS

(UPDATE PROPOSED BY THE FACILITIES TEAM ON 02/16/2016)

Approved by Session, February 2016

THIS POLICY UPDATE INCLUDES THE FOLLOWING AND SUPERCEDES ANY PREVIOUSLY ADOPTED FACILITIES USE POLICY:

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TRINITY PRESBYTERIAN CHURCH FACILITIES USE POLICY AND REQUEST FORMS

I. GENERAL GUIDELINES FOR USE OF TRINITY PRESBYTERIAN CHURCH FACILITIES

Welcome to Trinity Presbyterian Church. The Session and members of the congregation are glad to open its facilities to non-profit, non-political, charitable or educational organizations whose goals and aims are consistent with those of Trinity. In return, we ask that you use and care for the facility as if it was your own. Please adhere to the following guidelines:

- Groups using classrooms are responsible for setting up for their meeting.
- Room must be returned to its original set up and condition after meeting is over, including cleanup.
- Trash must be put in proper containers.
- Groups must supply their own food, drinks, cups, plates, napkins, utensils, etc.
- Turn off lights and air conditioners (where appropriate)
- All groups are asked to make sure all exterior door(s) are closed securely.
- For risk reduction and safety, all activities involving minors require a minimum of two adult chaperones.
Normally an adult chaperone shall not be left alone with minors.
- Smoking is not permitted within the church buildings or on the Legacy Plaza.
- No alcoholic beverages or illegal drugs will be allowed on church property.
- Please do not bring food or beverage into the sanctuary.
- All groups will adhere to an 8:30 p.m. curfew.
- Unless with approved exception, no community groups will be scheduled after hours on a Friday, Saturday, or Sunday.

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II. USE OF CHURCH FACILITIES: CLASS ROOMS, SANCTUARY, ACTIVITY BUILDING

Group use of Trinity church facilities within the normal scope of weekly activities or team responsibilities does not require prior approval but they *do require scheduling* in light of the complex church calendar. Usage for special events outside the normal scope, schedule, or nature of events *does require prior approval* by the Session or its designated authority. The designated authority will normally be the Administrator with assistance as needed from the Facilities Team.

Use of the church facilities will be limited to Trinity Groups to include Trinity members and groups, and Non-Trinity Groups to include nonprofit, religious, charitable and educational groups whose aims and goals are consistent with those of Trinity Presbyterian Church. Other Non-Trinity groups may use the facilities if available, properly scheduled and approved by proper authority. Trinity functions take priority over all group use.

For risk reduction and safety, activities including minors will require two adult chaperones (one preferably a member of the Youth Ministries Team) who will be present and accept responsibility for the youth at all youth events held on the church premises.

Non-Trinity groups or individuals requesting the use of church facilities must be identified by name, purpose, contact person and other information requested on the Request-for-Use Form. A Trinity Presbyterian Church member or staff must be assigned as Representative of the Group. The Facilities Team will have the authority to approve or disapprove any request from non-Trinity individuals or groups.

Normally, Non-Trinity group activities will not be scheduled on Friday afternoons, Friday nights, Saturday or Sunday and exceptions will be approved by the Administrator or Facilities Team.

All groups using the facilities must make arrangements for building access prior to the event. Do not prop open doors as this compromises the security provided by access control devices.

All groups using the facilities must return the areas used to a reasonable degree of order and cleanliness following their meeting or have made prior arrangements for paid custodial service for that purpose. A church or staff member must be present for all Non-Trinity activities and be responsible for lights, air-conditioning units, and doors.

All church groups using the facilities must also be responsible for turning off the lights, air conditioners and seeing that the doors are secured after completing their activity.

Pre-School Areas: Only Trinity-sponsored functions will be permitted to use the following preschool areas of the church as a facility to keep children whose parents are meeting at the church: Rooms 1, 2 and 9. All other areas are licensed for TLC use during the school day. Other uses of the preschool areas require approval of the Session or their designee.

The Session reserves the right to refuse or cancel any function.

Trinity and Non-Trinity Groups failing to comply with these policies may be denied permission to use the church facilities in the future.

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III. USE OF LEGACY PLAZA

Non-Trinity Group use of Trinity Legacy Plaza requires prior approval by the Session or its designated authority (normally the Church Administrator) with assistance as needed from the Facilities Team.

Non-Trinity Groups requesting the use of Legacy Plaza must be identified by name, purpose, contact person and other information requested on the Request-for-Use Form. The Facilities Team will have the authority to approve or disapprove any request.

Trinity members, groups and staff may use the Legacy Plaza without cost after proper scheduling and approval. For Non-Trinity groups, an Authorized Representative (Church member or staff) must be obtained and is responsible for use of Plaza and access into building for use of restrooms and/or kitchen. Permission for use of Legacy Plaza does not automatically give permission for use of buildings for kitchen and/or bathroom use. Permission for use of additional facilities must be obtained in advance.

Legacy Plaza requests are to be scheduled on the Facilities Calendar through the Church Administrative Assistant prior to submitting to the Facilities Team for discussion and approval.

All groups using the Legacy Plaza must return the area used to a reasonable degree of order and cleanliness following their meeting or have made prior arrangements for custodial service for that purpose.

Use of Buildings for Restroom or Kitchen Facilities requires a signature from Trinity member or staff accepting responsibility for Non-Trinity group requesting use of Plaza. Member representative must make arrangements for building access prior to scheduled event.

Smoking is not permitted within the church buildings or in the Legacy Plaza. No alcoholic beverages or illegal drugs will be allowed on church property.

The Session or their designee reserves the right to refuse or cancel any function.

The Church Calendar is maintained by the Church Administrative Assistant, aided by the Administrator and Facilities Team.

Trinity and Non-Trinity Groups failing to comply with these policies may be denied permission to use the church facilities in the future.

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IV. USE OF CHURCH VEHICLES AND EQUIPMENT

Use of Trinity church vehicles and/or equipment does not require prior approval by the Session. Use of vehicles and equipment must be scheduled with office staff in person.

Use of Vehicles:

Only authorized Trinity members may use church vehicles. Authorized drivers must hold a valid driver's license and be at least 25 years of age. Copy of driver's license must be on file with the Church Administrator. Trinity owned vehicles will be used for the sole purpose of Trinity sponsored events, business or errands. In keeping with our insurance covenants and stipulations, no outside person, group or organization will at any time be authorized the use of Trinity owned vehicles.

Use of church vehicles must be logged out at time of pick up and logged back in at time of return via the Church Administrative Assistant in the Church office.

Authorized Trinity members may use church vehicles without charge.

Vehicles must be returned to the church in a reasonable degree of order and cleanliness following use.

Smoking is not permitted within the church vehicles. No alcoholic beverages or illegal drugs will be allowed in vehicles.

Use of Furniture and Equipment to include Tables, Chairs, Projectors and Sound Equipment:

Trinity members and staff may request use of furniture and equipment and schedule use through Church Administrative Assistant and may use furniture and equipment without charge.

Use of furniture and equipment must be logged out at time of pick up and logged back in at time of return via the Church Administrative Assistant in the Church office.

Furniture and equipment must be returned to the church within the timeframe designated and in a reasonable degree of order and cleanliness following use.

Replacement or repair of any damaged furniture and equipment while out on loan is the responsibility of the borrower.

Anyone failing to comply with these policies may be denied permission to use church vehicles, furniture and equipment in the future.

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V. FACILITIES USE FEES:

Parlor:

The Parlor is reserved for Trinity members and Trinity-sponsored activities. Non-Trinity use is limited to wedding or funeral receptions scheduled by pastors, or to events with prior approval of the Facilities Team.

Sanctuary/Parlor

1. Use of the sanctuary/parlor for other than scheduled worship services, Trinity group meetings, musical events/practices, weddings or funerals require prior approval of the Facilities Team.
2. Approved non-church use of the sanctuary:
 - a. \$200 for meetings up to two hours. This includes utilities.
 - b. \$40 per hour additional for meetings exceeding two hours.
 - c. \$25 per hour (and additional \$25 for any portion of an hour) for janitorial cleanup.

Gym:

1. No charge will be made for Trinity functions.
2. \$200 Fee - Non-Trinity functions. Authorization of Non-Trinity groups requesting use of the gym will be reviewed on a case by case basis due to the restrictions of TLC's licensure and Trinity events

Classrooms:

1. There will be no charge for use of individual classrooms.

Kitchen:

1. Use of the kitchen will be arranged and tentatively scheduled with the Church Administrative Assistant prior to approval by the Administrator and the Facilities Team for Trinity related functions.
2. Non-Trinity Functions are not allowed without specific approval from Kitchen Director.

Playground/Plaza:

1. Trinity members and groups may use the Legacy Plaza without charge after proper scheduling and, when warranted, with approval of the Facilities Team.
2. A \$100 refundable deposit is required prior to the event.

The Church Calendar is maintained by the Church Administrative Assistant, aided by the Administrator and Facilities Team.

Fees may be waived at the discretion of the Facilities Team.

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VI. REQUEST FORM FOR USE OF TRINITY PRESBYTERIAN CHURCH FACILITIES

Date of Request: _____

Person or group requesting use of building (non-profit and non-political): _____

Address (city, state, zip): _____

Request permission to use the following area(s) of building and or grounds:

Date(s) _____ Period of Time _____

For the purpose of _____

Stated purpose of organization _____

The Contact Person who will be responsible for the care of the facilities used:

Name _____

Address _____

Phone: Home _____ Business _____

Authorized Representative (Trinity Member or Staff) responsible for Non-Trinity event: _____

A copy of the **General Guidelines for Use of the Facilities and Use of Facilities Policy** is attached.

Amount of fee(s):

- Use of Facilities \$ _____
 - Custodial Service \$ _____
 - _____ \$ _____
- Total:** \$ _____

Permission granted by: _____ Date: _____

All fees must be paid to Trinity Presbyterian Church in advance of use of the facilities.

FOR OFFICE USE ONLY

Fee Received: _____

Date: _____

Building Access Code Schedule

Date: _____

Remarks: _____

Deposit Received, (if required) _____ Date: _____

Deposit Returned, (if applicable) _____ Date: _____

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VI. RELEASE AND HOLD HARMLESS STATEMENT

The undersigned, as part of the consideration for use of facilities owned by the Trinity Presbyterian Church of Pensacola, Florida, do hereby remise, release, and forever discharge the Trinity Presbyterian Church of Pensacola, Florida, its ministers, officers, employees, and volunteers of the church of and from any and all manner of action, causes of action, suits, damages, and claims of liability which might arise out of the use of the undersigned of said facilities.

The undersigned does further agree to hold the Trinity Presbyterian Church harmless of and from all manner of actions, causes of action, suits, damages, claims, liability, and demands of anyone occupying or using any part of the premises of Trinity Presbyterian Church as an invitee of the undersigned.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this ____ day of _____, 20____.

Witnesses:

Approved by the Session of Trinity Presbyterian Church _____(Date).