

Building Use Guidelines for Trinitarian Congregational Church

We believe that the use of our facility by community organizations is a part of our service to the local community. It is both an act of stewardship as well as an outreach to the community.

In allowing community organizations to use our facility, we have several guidelines that we ask you to follow:

1. That the requesting group is supportive of the community, and not espouse beliefs or values which may be in direct conflict with those of Trinitarian Congregational Church.
2. That there be a single responsible contact person from your organization with whom we deal.
3. That an appropriate facility space be available for your use.
4. That your group not unduly interfere with Trinitarian Congregational Church functions, which will have scheduling precedence over any and all outside organizations which use our facility.
5. That the expense of hosting your organization is borne by you. This includes the approximated cost of utilities and janitorial expenses where applicable.

Below are the policies and procedures for use of the building space at Trinitarian Congregational Church.

1. Liability Waiver & Acknowledgement Statement: As a condition of use, a responsible officer of your organization must sign the form attached which absolves Trinitarian Congregational Church of all liability for injury or loss of any kind to any person or property while on church property as well as indicates that your group has read and understood these policies and procedures governing the use of our building. This waiver includes any property stored on church grounds. The user group agrees to look to its own resources and/or insurance company should a claim need to be made. A certificate of insurance may be required from your group, depending upon the nature of your event.

2. Use of the facilities for weddings and funerals is determined by the pastoral leadership of the church, and policies and fees are listed in a separate document.

3. Contact Person: Please let the church know the name, address and phone number of the responsible person for your group.

a) This person may be issued a key to use should your group be determined to be a "regular" user of our facility. Should access be required, the contact person of your group is responsible for entry to the building. Please do not contact our pastor(s) at home for assistance.

b) If no key is issued, then the building will be unlocked for your group by a member of our custodial staff.

4. Fire Regulations: All aisles and exits must be kept clear at all times. Maximum Space Occupancy Limits as posted must be observed. Use of lighted candles is prohibited. Nonflammable decorations may be used but may not be attached to church property without expressed written consent of the Facilities Manager or the Church Administrator. Parking is not permitted in fire lanes and all handicapped parking signs should be observed.

5. Audio /Visual Systems: Our audio/visual and lighting control systems are very sophisticated and may only be used when an audio technician is present or by special permission and training. Any reservation for use of the church Audio / Visual equipment will require contracting with one of the church sound technicians for the event at an agreed upon rate with that technician.

7. Doors and Locks: As noted in #3, the contact person for your group may be issued a key..... (The building is locked after 9:30 pm and we ask that all those who leave the building pull the doors closed securely behind them.) All keys remain the property of Trinitarian Congregational Church and must be returned upon the completion of the contract for use of the facilities.

8. Windows & Lights - Please close all windows and turn off all lights when your group is finished.

9. Set Up and Clean Up:

a). It is the general policy of the church that all groups clean up after themselves. You should attempt to leave the facility in the same condition that you found it.

b). we generally will not "set up" rooms for groups, but will attempt to ensure that the tables and chairs or equipment are in close proximity to the room for your use. Please return the tables and chairs to their original location when you are done.

c). If your outside group requires our custodian to set up and/or clean up after them, an additional fee will be added to the room-use charge to cover the custodial time.

d). Occasionally, groups are of such significant size that a custodian is required to be on the premises during the function. In this situation, the room use fee would reflect that additional expense as well.

e). Please report any damage to any equipment or the facilities in the event any is observed.

10. Other Important guidelines and policies:

a) No alcoholic beverages are allowed on the premises.

b) No food or beverages are allowed in the sanctuary

c) No smoking is allowed in the building.

d) Children and youth must be supervised and not allowed to roam in the building. There must be an appropriate ratio of adults to children based on the activity and age of the children.

e) No animals of any kind are permitted without prior written permission.

f) No rice, birdseed, potpourri, confetti, aerosol shooting string, etc. may be brought into or thrown in the building.

h) The church shall have the right to hire, at the applicant's expense, one or more police officers or other security personnel for duty day or night of the function, as deemed necessary by the Church Administrator.

i) Decorations such as balloons, crepe paper, banners, etc. will not be allowed on railings, window sills, the ceiling or walls without permission from the Facilities Manager or the Church Administrator.

j) Nothing shall be driven into, fastened on or in any way placed in contact with the walls, ceiling, floors or other structural areas of the building without permission from the Facilities Manager or the Church Administrator.

k) Gym mechanisms such as basketball hoops (raising and lowering), or volleyball system (set-up), etc. will be operated by authorized persons only.

11. Alarms and Emergencies:

a) Fire Alarm: In the event of a fire alarm, please evacuate the building immediately. The fire department is dispatched automatically to a fire alarm. Contact the Facilities Manager after safe evacuation (Ken Keyes at 617-584-7802).

b) Other alarms (septic, boiler, fire panel trouble) - please notify the Facilities Manager (Ken Keyes at 617-584-7802).