

Trinity Evangelical Lutheran Church

170 Old Westford Road

Chelmsford, MA 01824

978-256-6300

parishadmin@trinity-chelmsford.org

**FACILITIES USE
POLICIES & FORMS
PACKET**

Included:

- **Application for Use of Church Facilities**
- **Worksheet for Assessing Facility-Use Fees**
- **Hold Harmless Agreement**
- **Key-Deposit Policy**
- **Facility Use Policy**

5/18

7/12

Revised 9/14

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Application for Use of Church Facilities

Name of Group: _____

Date of Application: _____

Single Event - Description of Event: _____

Recurring use of specific rooms/areas for regularly scheduled program

Times Facilities Required: From: _____ a.m./p.m. To: _____ am/pm
(circle) Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Specific Date(s) Required: _____

Contact Person: _____ Phone # _____

The applicant and the individual executing this application hereby waive any and all claims, demands, and causes of action that they may have against Trinity Lutheran church as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless Trinity Lutheran Church and its officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guest, employees, and agents pursuant to this application.

We have read and agree to comply with the "Policies and Regulations Regarding Use of Church Facilities."

Printed Name and Signature of Applicant: _____

Address: _____

Telephone number: _____

----- For Office Use only -----

Approval Date: _____

Rooms/areas to be used: _____

Donations/Fees Paid \$ _____ Receipt No.: _____

Note: Copy to be given to applicant after approval. Original application to be retained in the church files.

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Worksheet for Assessing Facility-Use Fees

<input type="checkbox"/>	Sanctuary (seats up to 250 max)	\$200
<input type="checkbox"/>	Luther Room (seats up to 125)	\$125
<input type="checkbox"/>	Conference Room	\$25
<input type="checkbox"/>	Classrooms (1-5)	\$25
<input type="checkbox"/>	CC Room (seats up to 20)	\$25
<input type="checkbox"/>	Lounge (seats up to 20)	\$25
<input type="checkbox"/>	Library (seats up to 5)	\$25
<input type="checkbox"/>	Orchard	\$75
<input type="checkbox"/>	Parking Lot	\$75
<input type="checkbox"/>	Kitchen	\$50
<input type="checkbox"/>	Sexton's Fee	\$50

TOTAL

\$

Half of facility use fee due upon reservation of space. Remainder will be due on pre-determined date.

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Hold Harmless Agreement

I/We, the undersigned, in consideration of being allowed to use the property and facilities of Trinity Lutheran Church in Chelmsford, Massachusetts, do agree to hold the said church, its agents, members and employees harmless from any damages or injuries resulting at any time, heretofore or hereafter, from the usage of said property and facilities.

Signature _____ Date _____

On behalf of (organization): _____

TRINITY EVANGELICAL LUTHERAN CHURCH
170 OLD WESTFORD ROAD
CHELMSFORD, MA 01824

KEY REQUISITION

Requisitioner: _____

Address: _____

Telephone Number: _____

E-mail address: _____

Doors to be accessed (be specific): _____

Reason for Access: _____

Today's Date: _____

+++++ Council Use Only +++++

Approved/Disapproved by Council _____ Date: _____

Authorized signature: _____

Date of Issue: _____ Date of Return: _____

Special Instructions/Notes: _____

NOTE: *Keys can not be duplicated. – Non-church members will be required to leave a \$20.00 deposit for any key issued by the Church Council.*

7/27/06
Revised 9/14/11

**PLEASE RETURN COMPLETED REQUISITION TO PARISH ADMINISTRATOR'S
MAIL DRAWER**

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Building & Facility Use Agreement

As a member of the Greater Chelmsford community, and as stewards of the gifts God has made available to us, Trinity Lutheran shares its facilities with education, civic, cultural, youth, community, and other non-profit community-based organizations when those facilities are not needed for church ministry or programs.

Trinity Lutheran takes care when scheduling its facilities to avoid potential conflicts with church activities. Occasionally, unforeseen events may require a change to this agreement. While Trinity Lutheran will reasonably endeavor to notify the Group of any required scheduling changes or termination of facility use by the Group, Trinity Lutheran specifically reserves the right to terminate this agreement at any time, with or without cause or notice. Trinity Lutheran further reserves the right to have the Group reschedule its planned program or use of Trinity Lutheran's facilities or equipment when Trinity Lutheran needs the facilities or equipment for Trinity Lutheran's purposes.

Requests for use of the facilities and/or equipment are to be processed through the church office. Requests will be honored on a first-come, first-service basis as recorded on the church calendar. Regularly scheduled activities of Trinity Lutheran have priority over all other requests.

The hours of use will be posted on a "Daily Room Schedule" and maintained by the parish administrator so as to avoid potential conflicts in schedule. The "Daily Room Schedule" will be posted on the wall near the copier. It will list the start times and rooms for every event happening in the building.

Terms and Conditions:

The terms "single event" and "recurring use" are used throughout this policy package. "Single event" is defined as one event per year. "Recurring use" is defined as use of specific rooms/areas more than once per year for regularly scheduled programs or activities.

You will need to provide the resources for Set-up, Take-down, Clean-up, and Supervision as provided below.

1. **Respect for Facilities and Church Activities.** Trinity Lutheran is a Christian church and a community of faith. We expect you, your members, and/or participants, and your attendees to respect our facilities, and to conduct yourselves

in a manner befitting a church. Church activities and other groups may be using other parts of our facilities and we ask that you respect their needs as well.

2. **Safety of Children and Youth.** Trinity Lutheran has a safe children policy which requires that a minimum of two adults supervise all activities involving children and youth. Groups using our facility agree to provide adequate supervision of children and youth. By signing this agreement, you specifically agree that no adult will be alone with any child or children under the age of 18 at any time. In addition, you agree that you will provide adequate adult supervision to maintain proper decorum and keep your group within the areas provided to you.
3. **Worship Space.** The Sanctuary is our place of worship. We are pleased to make it available to you, but we ask you and the members of your group show particular respect for this space. This is a holy space that is set aside for a secular purpose during your use. It is not simply another auditorium or concert hall. Shouting, running, playing, climbing on the furniture, disturbing the books and papers in the pews, and similar behavior is not appropriate in this space.

No furniture or furnishings may be moved without prior written approval as part of this Agreement. The pulpit and altar are not moveable under any circumstances. No food or drink of any kind whatsoever is to be brought into, or consumed in, this space.

4. **Facility Set-up.** Except as otherwise provided, you are expected to set up the space to your needs, and return it as you find it following your use.
5. **Tape.** If you will be hanging items on the walls, or taping down cords on the floors, the following tape is acceptable:

- A. For walls: 3M Safe Release Painters Making Tape (blue color)
- B. For carpet and floors: Pro-Gaff or similar professional grade gaffer tape.

These tapes are specifically designed to protect paint and other finishes, and do not leave adhesive residue on walls and floors, which creates a maintenance problem. Use of “Scotch” tape, regular masking tape, strapping or other packaging tape, and duct tape is specifically prohibited.

6. **Care of Furnishings.** If furnishings or equipment are damaged, or become inoperable during your use, you are expected to notify the church.
7. **Take Down and Clean Up.** At the end of your event the space you used should be returned to the way you found it.
 - A. **Luther Room:**
 - Re-rack all tables and chairs.
 - Pick up trash on floor.
 - Check for any personal or group items left behind.
 - Trash is to be taken to the dumpster in the parking lot.
 - B. **Classrooms:**
 - Tables and chairs should be reset as you found them.

- Any food, trash, plates, cups, cans, containers should be bagged and removed to the dumpster in the parking lot.

8. Building use hours are 8:30AM to 10:00PM. Evenings events will be concluded and the building closed by 10:00PM unless special arrangements have been made.
9. Storage. Storage space is limited for organizations other than church groups. All organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.
9. No alcohol, drugs, smoking, firearms, or gambling are allowed in the building or on church property at any time.
10. A completed application for use request must be submitted together with \$20 per key deposit. When a group terminates use of the facilities and all keys are returned, all deposits paid for keys will be returned.
11. Security. The congregation works to maintain a safe and secure environment within the facility; however, no system is foolproof. We ask that all users pay close attention to personal property and valuables and not leave them unattended. The congregation is not responsible for theft or damage to personal property. The leader or designated coordinator will be responsible for the security of the building: turn lights off, doors locked, heat down to 64 degrees, kitchen picked up, etc.

Fees:

All persons/groups approved for use of church facilities are required to pay applicable fees, as stated in this policy package. Any discount or waiver granted represents an assumption of these fees by Trinity Lutheran in support of the activities of the user groups.

The church facility is available at no charge to members and their immediate families for funerals, and family celebrations, such as anniversaries. However, a custodial fee is required from all user groups. Requests for such usage should be made following reservation procedures, as stated in this policy document.

A \$___ deposit is required at the time the reservation is confirmed.

