

Trinity Lutheran Church – Lindstrom MN

BUILDING USE RENTAL GUIDELINES

Adopted by Church Council August 2018

Trinity Lutheran Church's primary purpose is to carry on the mission and ministry of the congregation. The church has a desire to serve as an outreach to the community and when possible will attempt to make our facility available for local organizations and individuals for one-time or short-term usage. Our first priority is to congregation programs and membership needs. Priority is then given to nonprofit groups that are supported by the church and finally to other nonprofit organizations and individuals. Trinity facilities shall not be used for for-profit or personal business ventures.

Requests for property use are managed through the church office, under the jurisdiction of the Executive Committee. No commitment for property use is finalized until a **Property Use Agreement and Release Form** has been approved and executed through the church office. These usage agreements are intended for occasional use such as one-time or short-term usage a few hours one day each week or month. Trinity Lutheran's Executive Committee and Church Council may consider, approve, and oversee exceptions to these rules on a case-by-case basis.

Approval for the use of the property of this church does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use church property are not to advertise the event in such a way as to imply endorsement by Trinity Lutheran Church. ***No activities or advocacy may take place within the church buildings or grounds that conflict with the practices of this congregation and the ELCA.***

Building use fees do not pertain to Weddings held at Trinity. Please refer to Trinity's Wedding Guidelines Book for wedding fees.

Included in this guide are the following:

- Steps to Property Use Scheduling
- Fee Schedule for Property Use
- Rules and Regulations

Included with this guide are the following:

- Property Use Agreement and Release Form

Steps to Facility Use Scheduling

1. Obtain and complete a **Property Use Agreement and Release Form** from either the church office or website: www.tlclindstrom.org.
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the completed **Property Use Agreement and Release Form** to the church office; you will be notified whether it is approved or denied.
4. All events must be scheduled through the Office Coordinator and are scheduled on a first-come, first-serve basis.

Fee Schedule for Property Use For Non-Members

Deposits and charges for building use:

- Required *refundable* deposit \$100.00
- Use of Fellowship Hall/Kitchen for 50 or fewer people \$ 50.00

○ Use of Fellowship Hall/Kitchen for over 50 people	\$ 75.00
○ Use of Fellowship Hall/Kitchen for over 100 people	\$100.00
○ Fee for trained dishwasher	\$30.00
○ Custodial Fee: If the custodian needs to set up for a large event like a birthday party, wedding shower, concert etc. or lock and unlock doors.	\$25.00
○ Use of Classroom ▪ (Ongoing Use for Organizations- like Girl Scouts)	\$25.00 \$25.00 one-time yearly fee
○ Use of Kirvida Lounge	\$25.00
○ Use of Sanctuary	Donation

Fee Schedule for Property Use For Members (For personal use not for an organization to use)

Deposits and charges for building use:

○ Required <i>refundable</i> deposit	\$100.00
○ Use of the fellowship hall, kitchen, classroom, Sanctuary, or Kirvida Lounge.	Free
○ Custodial Fee: If the custodian needs to set up for a large event like a birthday party wedding shower etc.	\$25.00
○ Fee for trained dishwasher	\$30.00

1. The space will not be reserved until:
 - a. The damage deposit has been received in the office.
 - b. A signed copy of the Building Use Form has been received in the office.
2. Rental fees must be paid at least one week prior to the event.
3. The damage deposit will be refunded only if the space used is left in satisfactory condition. Costs incurred to clean up or make repairs following your use of the facility will be deducted from the security deposit.
4. If an organization is using the church on a regular basis and is in need of a key, they must pay the damage deposit in order to have a key released to them. Keys must be returned to be refunded the deposit.
 - Boy Scouts: 2 Master keys will be given to the troop.
 - Girl Scouts: 1 Sunday school key will be given to each troop.
 - Unexpected Company Chorale: 1 Master Key
 - Additional Keys will require an additional \$25.00 deposit per key.
5. Boy Scouts, Girl Scouts, AA, and other organizations that meet on a regular basis in the lower level will be REQUIRED to return all the furniture they use exactly how they found it after each meeting, otherwise they will forfeit their deposit for custodial costs at the end of the year.

Rules and Regulations

The following rules apply for use of Trinity’s facilities. In special circumstances the Senior Pastor or Executive Committee may alter these requirements.

1. **Church Property.** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. Church property such as chairs, tables, pots and pans, etc. may be used according the rules herein.
2. **Maximum time** for event: 5 hours, unless otherwise approved
3. **Kitchen Rules**
 - a. Use of Trinity's china flatware, glasses, punch bowls, serving pieces, utensils, etc. will require a dishwasher fee. The alternative is to use paper products and plastic utensils, which are the responsibility of the renter
 - b. Coffee, tea, creamer, sugar, and sugar substitute packets may be used from the supply in the kitchen. To make coffee, follow the instructions located by the coffee maker.
 - c. Renter may use the refrigerator and freezer, if space is available.
 - d. Renter is responsible for food preparation, service, and clean-up. Food may be prepared on-site using the kitchen and following food safety regulations. Preparation and serving of food in this facility will require the user to follow current Minnesota Department of Health food handling laws as applied to church (Minnesota Statute 157.22). Ideally this would include a Certified Food Manager at the event but it is not required.
 - e. Renter must remove all personal dishes, utensils, and leftover food from the kitchen immediately following the event.
 - f. Dishcloths and towels used at the event:
 - i. If a member: take them home and wash, dry, fold, and return them.
 - ii. If a non-member: leave them in a pile on the kitchen counter.
 - g. Red-colored beverages CANNOT be used, as they stain the carpet.
 - h. Bag and deposit all garbage in the locked dumpster behind the church.
 - i. Replace garbage bags; bags are stored in the kitchen.
 - j. Place recyclable items in their appropriate containers.
 - k. Remove all leftover food and beverages.
 - l. Sweep and mop the floor as necessary.
4. **Decorations.** Decorations may be attached to the walls or doors with poster putty; no tape, pins or other such devices may be used. Remove all such decorations immediately and completely following the event. It is the responsibility of the renter to remove all signs, decorations and personal property, wash table tops, and leave the kitchen and Fellowship Hall in the same condition as they found it.
5. **No Smoking Allowed.** All members of all groups using our facilities shall abide at all times by" requirement the "no smoking allowed inside the building or during outdoor events."

- 6. No Alcohol and No Drug Use Allowed.** All members of all groups using our facilities shall abide at all times by a “no alcohol and no drug use allowed” requirement inside the building or on church grounds.
- 7. Building Use.** All groups agree that they will ensure that all event participants leave the building after the event.
- 8. Supervision of Children and Youth.** The church seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including:
 - No fewer than two adults should be present at all times during any program or event involving children.
 - Adult supervision is required at all times both inside and outside of the church property including playground and parking lot.
 - Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.
- 9. Nursery Use.** Our nursery safety standard requires that two (2) nursery care providers must be present to operate the nursery. At least one (1) caregiver must be at minimum, eighteen (18) years of age.
- 10. Food and Drink.** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside the building and church grounds.
- 11. Emergency Scheduling Conflicts.** The church reserves the right to preempt any facility use for its own in case of emergencies or urgent needs, such as funerals.
- 12. Breakage.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgment of the congregation has been carelessly or irresponsibly subjected to more than normal wear and tear on the person(s) or groups(s) involved.
- 13. Organ, Musical Instruments, Grand Piano.** No one may use the organ, musical instruments and grand piano in the church without the permission of Trinity’s Senior Pastor, organist, or a choir director.
- 14. Security.** The congregation works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, don’t leave them unattended. The congregation is not responsible for theft or damage to personal property.
- 15. Final Decisions.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Executive Council and Church or their delegated representative(s) shall

decide the matter and all individuals and groups shall abide by their decision(s) or forfeit the use of any part of the facility **immediately**.

TRINITY LUTHERAN CHURCH – LINDSTROM MN PROPERTY USE AGREEMENT AND RELEASE FORM

DATE of EVENT: _____

TIME OF EVENT: _____

PURPOSE OF EVENT: _____

NUMBER OF PEOPLE: _____

CONTACT PERSON: _____

ADDRESS: _____ *to mail damage deposit back*

PHONE: _____ EMAIL: _____

Are you a member of Trinity Lutheran Church? Yes No

Is your group a Nonprofit 501(c)(3) organization? Yes No

If yes, Nonprofit Tax ID Number: _____

Will tickets be sold? Yes No

If yes, what will be the ticket price or the admission fee? \$ _____

If yes, how will the net proceeds from this event be used?

Facilities Requested:

___ Sanctuary (with or without piano/organ or sound system)

___ Fellowship Hall (large group meeting room)

___ Kitchen

___ Sunday School Classroom

___ Meeting Room

___ Other - list: _____

SET UP FOR CUSTODIAN: _____

Will food or drink be consumed? Yes No

<i>For office use only</i>	
<input type="checkbox"/>	Office Coordinator
<input type="checkbox"/>	Custodian
<input type="checkbox"/>	Refundable DEPOSIT rec'd
	Date: _____
<input type="checkbox"/>	Signed FORM rec'd
	Date: _____
<input type="checkbox"/>	FEES received: _____
	Date: _____

Equipment Needs:

___ Portable Screen ___ Chairs: # ___ ___ Round Tables: # ___
___ 8 Foot Tables: # ___ ___ Microphone and Lectern

Special Needs or Requests:

FEES: The parties understand that the total fee for use of the building will be \$_____.

Refundable deposit: _____ Use of Space: _____

Custodial: _____ Dishwasher: _____

Extra Keys: _____

INSURANCE NEEDED: Yes No (ALL non-church groups are required to have insurance)

IF YES, INSURANCE PROVIDED: Yes No

Release and Indemnity Agreement: This Release and Indemnity Agreement is between _____ (organization or individual) and Trinity Lutheran Church, for use of the property described above for meetings and other activities and will expire one year after signed.

NOW, THEREFORE, in consideration of Trinity Lutheran Church permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) to indemnify, hold harmless, releases, and discharges Trinity Lutheran Church and its directors, agents, officers, members, volunteers, and/or employees, from any and all liability, claims, demands, losses or damages arising out of the use of the property.

Certificate of Insurance Requirements - Non-church groups are **required** to provide certificates of insurance naming Trinity English Evangelical Lutheran Church as additional insured. The certificate should read ***“This serves as proof of insurance for the use of space at 13025 Newell Avenue, Lindstrom, MN and names Trinity English Evangelical Lutheran Church as an additional insured on the policy, as it applies to them as owner of said location”***. A certificate should be turned in to the church office at least two weeks before the first use. For continuing usage, the form should be renewed annually.

ACCEPTANCE OF RESPONSIBILITY I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the congregation (a copy including the Rules has been received) and I/We hereby consent to the Release and Indemnity Agreement.

Print Name: _____ Signature: _____

Title: _____ Date _____

RETURN to: TRINITY LUTHERAN CHURCH, PO BOX 768, LINDSTROM, MN 55045
amber@trinitylindstrom.org