



# Trinity United Church of Christ

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## FACILITY USAGE POLICY

In realizing our mission of community outreach, Trinity United Church of Christ in Palmyra, PA (herein after referred to as "Trinity UCC") is pleased to offer the use of our Facility. Thank you for considering Trinity UCC for your next event or meeting!

Following are the rules and regulations that must be adhered to for said usage:

1. Individuals or groups using Trinity UCC facilities shall not discriminate against anyone for reasons including but not limited to: race, age, gender, religious beliefs, ethnicity, sexual orientation, or physical characteristics.
2. Individuals or groups using Trinity UCC facilities, and not currently member(s) of Trinity UCC, shall provide proof of a current Liability Insurance policy with a minimum coverage of \$500,000. Individuals that are current members of Trinity UCC, and are applying for a one-time usage, shall not be required to provide proof of liability insurance.
3. Activities conducted by individuals or groups using Trinity UCC facilities must comply with applicable local, state, and federal regulations.
4. All fees required for usage of facility (if applicable) must be paid at least one (1) week prior to the date of event or meeting.
  - i. All checks are to be made payable to 'Trinity United Church of Christ'.
  - ii. Credit cards are not accepted for payment.
  - iii. A fee of \$35 shall be charged for all checks returned for insufficient funds.
5. Any new Facility Usage Application shall be submitted and approved per the following schedule and authority:
  - i. Congregational events:
    1. No application required.
    2. Scheduled by Church staff or Consistory.
  - ii. Member weddings, receptions or other one-time special events:
    1. *Facility Usage Application* must be submitted a minimum of 1 month and a maximum up to 12 months in advance.
    2. Approval required by Trinity UCC Consistory.
  - iii. Non-member events or community events/meetings:
    1. *Facility Usage Application* must be submitted a minimum of 1 month and a maximum up to 12 months in advance.
    2. **Individuals or organizations requiring extended or recurring use of the Trinity UCC facility shall be required to resubmit a *Facility Usage Application* annually for approval.**
    3. Approval required by Trinity UCC Consistory.
  - iv. Funerals or funeral luncheons:
    1. No application required.

2. Schedule/Approval at discretion of Church staff or Consistory.
6. In all cases, Trinity UCC Staff and/or Consistory reserve the right to refuse use of these facilities, and also reserve the right to revoke a Usage Application if an individual or group is in violation of the policy rules or regulations.
7. Trinity UCC prohibits the use of tobacco or alcoholic beverages while on church property.
8. Individuals or groups using Trinity UCC facilities shall be responsible for restoring the room(s) used to at least the same conditions & cleanliness as prior to usage.
  - i. All chairs and tables shall be returned to their original locations.
  - ii. All windows, doors, or cabinets shall be returned to their closed and locked positions.
  - iii. All curtains or blinds shall be returned to their original positions.
  - iv. Stoves and ovens in Kitchen shall be set to the OFF positions.
  - v. All lights & ceiling fans shall be turned off upon exiting the room(s) used.
  - vi. All remaining food items shall be returned to refrigeration (if needed), and resealed for storage.
  - vii. Any spills shall be wiped from floors, counters, or tabletops.
  - viii. Any debris on furniture or floors shall be removed.
  - ix. If pots/pans, dishes, silverware, or other utensils in Kitchen are used, these items shall be cleaned with detergent, dried, and then stored in their original locations.
  - x. All trash shall be collected in the nearest waste receptacle or removed from the facility upon completion of the event or meeting.
    1. Recyclable items (i.e. bottles, cans, etc.) are to be placed in appropriate receptacles or bins).
9. Individuals or groups using Trinity UCC facilities shall assume full responsibility for Trinity UCC property damaged or missing as a result of said usage.
  - i. Trinity UCC shall be advised immediately if such damage occurs, and payment shall be rendered to Trinity UCC for respective costs to repair or replace such property.
10. Trinity UCC shall not be held liable for personal injury or bodily injury to individuals attending said event or meeting, and shall assume no responsibility for damage or loss of any attendee's personal property.
11. Trinity UCC reserves the right to withdraw or modify a previously-granted usage, in the event that this particular room is needed for a church activity or program. In such cases, the user will be given as much advanced notice as possible, and all applicable deposits will be refunded.
12. In the event of inclement weather, Trinity UCC reserves the right to cancel events or meetings affected by the weather episode. Trinity UCC will attempt to contact any affected organizations to make arrangements to re-schedule the event as needed.
13. Approval to use Trinity UCC facilities does in no way mean that Trinity UCC endorses this individual or organization.
14. Individuals or groups using Trinity UCC facilities shall not adjust ANY thermostats.
- 15. Individuals or groups using Trinity UCC facilities shall insure that all attendees remain ONLY in the approved locations of the facility, and shall only gain entry to the facility during the pre-approved time period(s).**
16. Individuals or groups using Trinity UCC facilities shall insure that handicapped parking spaces are used only by those who require these spaces.

17. Individuals or groups using Trinity UCC facilities shall not sublet or transfer their usage rights or privileges to any other individual or group.
18. All decorations used at an event or meeting shall be fireproof, and are subject to approval by Trinity UCC. Decorations shall be removed at the conclusion of the event or meeting.
19. Individuals or groups using Trinity UCC facilities shall be respectful of other individuals or groups also in the facility at the very same time.
20. Individuals or groups using Trinity UCC facilities shall understand that any questions or concerns can be communicated to the Church Office by phone at 717-838-3412 or by e-mail at [info@trinitypalmyra.org](mailto:info@trinitypalmyra.org). Additional phone numbers for Trinity UCC staff & volunteers are posted on the bulletin board outside of the Church Office.
21. No food or drink shall be permitted in the Sanctuary without prior approval by Trinity UCC staff or Consistory.
22. Fees for use of Trinity facilities shall be assessed as follows:

	<u>Members</u>	<u>Non-members</u>
a. Sanctuary (weddings, pageants, etc.)	\$0	\$100
b. Fellowship Hall only	\$0	\$100
c. Fellowship Hall (& Kitchen – no staff)	\$0	\$200*
d. Fellowship Hall (& Kitchen – with staff)	\$0	\$250**
e. Disposable tablecloths, napkins, paper plates provided by Trinity UCC.	\$0	\$25
f. Classrooms (101-106 or 301-306)	\$0	\$0
g. Parlor	\$0	\$0

\* includes \$100 security deposit that shall be refunded pending inspection after completion of event.

\*\* includes \$100 security deposit & \$50 fee for Trinity staff.

23. Individuals or groups not assessed any fees, and wishing to make a donation in return for use of Trinity UCC facilities, may do so at their own discretion. Please make all checks payable to “Trinity UCC”, and please remit to the Church Office.
24. No exceptions will be made to any of these Facility Usage rules or regulations without prior approval by Trinity UCC Consistory or staff.