



HOLY TRINITY LUTHERAN CHURCH

Loving, Witnessing and Growing through God's Grace

Holy Trinity Lutheran Church

149 Manzanita Avenue
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www.sancarlostlc.org

Rules Governing Use of Church Facilities

All individuals and organizations using Holy Trinity Lutheran Church facilities agree to abide by the following rules and conditions:

1. Only the space approved for use may be used, no other space may be used.
2. Use of space is limited to the times designated.
3. Users required to carry insurance and name Holy Trinity as additional insured must provide proof of such insurance prior to using the facilities.
4. Smoking is not allowed within Holy Trinity facilities.
5. Alcoholic beverages are not allowed unless specifically approved by the Pastor.
6. Noise, including outdoor discussions and use of the parking lot, must be limited so as not to disturb other facility users or neighbors.
7. Use of kitchen facilities must be expressly requested and approved.
8. Users will be assigned entrances and exits. Doors shall not be left unlocked or ajar and all windows shall be left closed.
9. Holy Trinity is not responsible for storage of any group items. Arrangements for storage of items by recurring users will be addressed in the Memorandum of Understanding.
10. All items used during events shall be removed at the end of the event including banners, posters, brochures, flyers, books, DVDs, etc.
11. The space used is to be left cleaned and arranged as requested by Holy Trinity.
12. The worship space (narthex, nave, and chancel) is dedicated to the worship of God. All users are expected to treat this space with sensitivity and respect as Holy Trinity is an active Christian congregation.
13. The number of participants shall not exceed established fire code limits for the space reserved.
14. Should Holy Trinity determine that the space used requires special cleaning after use, users will be charged a minimum fee of \$50 to cover costs. If cleaning costs exceed \$50, users will be charged for those costs.

Organization/Individual using the facilities

Authorized Organization/Individual Contact

Date

Signature