



Holy Trinity Lutheran Church

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Space Use Policy

Honoring and respecting those who went before us and built our facilities, the members of Holy Trinity Lutheran church believe it is our duty and our privilege to offer use of our facilities to the community at large. Moreover, as part of our evangelical outreach, offering our facilities to outside groups allows us to display and discuss our understanding of God's love for all creation, without exception.

It is our responsibility to those that came before and to those that follow, that we keep Holy Trinity in good condition as a house of worship and as a site for Christian ministry. We thus expect non-members who use our facilities to treat them with the same respect and reverence that our members would.

Holy Trinity has opened its doors to thousands of people and hundreds of groups since our founding in 1946. We will continue to open our doors to individuals and groups, while ensuring a safe and secure facility for members, staff, visitors, and guests.

It is therefore our intent to open our facilities to appropriate use by groups and individuals for meetings, classes, seminars, performances, readings, community activities, recitals, teaching, and more.

Accordingly, Holy Trinity Lutheran church sets the following policies regarding use of our facilities:

Primary Users:

1. Members, groups, committees and other organizations from Holy Trinity.
2. Sierra-Pacific Synod, ELCA, and Lutheran World Federation members, groups, committees, and organizations as well as ELCA related non-profits, groups, agencies, groups, and organizations.

Secondary Users:

1. Other faith-based groups whose goals and objectives are similar to, and compatible with, those of Holy Trinity.
2. Non-profit and community organizations whose goals and objectives are similar to, and compatible with, those of Holy Trinity.
3. City, county, regional, state, and federal government organizations.

Tertiary Users:

1. Individuals wishing to use the space for private activities such as weddings, family reunions, birthday parties, etc.
2. For profit activities.

Consideration of space use requests shall be given first to primary users, then to secondary users, and finally to tertiary users. At all times members, groups, committees and other organizations from Holy Trinity shall have priority in scheduling space use requests.

Moreover, when considering space use requests from non-Holy Trinity users care should be taken that in granting such requests Holy Trinity users will not be denied use of their own facilities in an on-going basis.

Procedures For Requesting Space Use

1. The church administrator shall have primary responsibility for keeping a record of approved requests for space use within the Holy Trinity complex.
2. All members, groups, committees, and other organizations from Holy Trinity shall make their request for meeting space to the church administrator (oral or written) well in advance of the date requested. If the administrator thinks there might be a conflict between the request and this policy, the Pastor will be asked to approve the request. Upon approval by the administrator or in some cases the Pastor, the church administrator will enter the request on the space use calendar.
3. Weddings, funerals, and other religious use of the sanctuary by members and their families shall be decided in consultation with the Pastor.
4. Should the Pastor deny use the decision may be appealed to the church council, which shall resolve the issue in a manner it deems appropriate.
5. Any space use conflicts between Holy Trinity members, groups, committees, and organizations shall be resolved in a collegial manner with the principal of first come, first

served taking a primary, but not commanding, role. Should a space use conflict not be resolved in a collegial manner, the church council shall in a manner it deems appropriate resolve the conflict.

6. Once space has been assigned, Holy Trinity reserves the right to reassign space to another adequate area or to cancel reservations due to new or emergency needs of the congregation.
7. All first time non-members requesting space on a one-time or continuing basis shall make a written request to the church office stating their organizational mission or purpose and the specific nature of their request. The church administrator to ensure that the organizations or individuals requesting space use have goals and objectives similar to and compatible with those of Holy Trinity shall review such requests. If the administrator thinks there might be a conflict between the request and this policy, the administrator will ask the Pastor to approve the request. Denials by the Pastor may be appealed to the church council and resolved in a manner the council deems appropriate.
8. Should Holy Trinity members believe that space is being used inappropriately, those members should discuss the issue with the Pastor. Should those members believe that the issue has not been resolved, they may bring it to the attention of the church council and the council shall resolve the issue in a manner it deems appropriate.
9. First time users and returning users shall also submit a completed Request for Space Use form. The church administrator shall review all requests for feasibility, conflicts with Holy Trinity use, conflicts with other users, staff requirements, and merits of the request. Space use requests will not be granted if they interfere with Holy Trinity use or maintenance of the facilities.
10. All approved users shall be required to sign and abide by the Rules Governing Use of Church Facilities.
11. Holy Trinity shall execute a Memorandum of Understanding with recurring non-member users. The memorandum will detail the exact dates, times, and places of use, reimbursement paid, and shall address primary liability responsibility. As a general requirement, Holy Trinity will request that it be named additional insured on a \$1 million liability policy provided by the users. The church council may waive this requirement. All Memorandums of Understanding between recurring users and Holy Trinity shall be approved by the church council and signed by authorized agents of the requesting organization and Holy Trinity.
12. All Secondary and Tertiary users of Holy Trinity space shall make a reimbursement to Holy Trinity for costs associated with the space use. Such reimbursement will vary due to the space used, the number of attendees, whether fees will be charged attendees and other factors. The amount of reimbursement shall be at the sole discretion of Holy

Trinity and may differ among users. Recurring users shall reimburse the church on a monthly basis or as outlined in the Memorandum of Understanding. All reimbursements shall be made prior to the event or space use, unless church council agrees to a different arrangement. Reimbursements shall follow amounts outlined in the Space Use Reimbursement Guidelines unless the church council agrees upon other amounts.

13. Use of Beilstein Hall or the Sanctuary by Secondary and Tertiary users will require a 50% refundable deposit due one week prior to use. In case of cancellation, Holy Trinity will refund the deposit within 21 days of the scheduled event.
14. Primary users of Holy Trinity space (especially the sanctuary) may be asked to reimburse the church for direct costs related to additional staff time, extra cleaning, incremental utility use, etc.
15. 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.
16. At its discretion, Holy Trinity shall make available to all space users, visitors, and guests such materials as it deems appropriate for sharing the message of God's love through Jesus Christ as well as materials welcoming such users, visitors, and guests. Such materials shall not be moved, covered, or removed by users unless granted permission by the church office prior to such actions.

Request for Space Use (Form TBD)

Rules Governing Use of Church Facilities (Form TBD)

- Only the space approved for use may be used, no other space may be used.
- Use of space is limited to the times designated.
- Users required to carry insurance and name Holy Trinity as additional insured must provide proof of such insurance prior to using the facilities.
- Smoking is not allowed within Holy Trinity facilities.
- Alcoholic beverages are not allowed unless specifically approved by the Pastor.
- Noise, including outdoor discussions and use of the parking lot, must be limited so as not to disturb other facility users or neighbors.
- Use of kitchen facilities must be expressly requested and approved.
- Users will be assigned entrances and exits. Doors shall not be left unlocked or ajar and all windows shall be left closed.
- 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.

- All items used during events shall be removed at the end of the event including banners, posters, brochures, flyers, books, DVDs, etc.
- The space used is to be left cleaned and arranged as requested by Holy Trinity.
- 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.
- The number of participants shall not exceed established fire code limits for the space reserved.
- 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.

Space Use Reimbursement Guidelines

<u>Facility</u>	<u>Suggested Reimbursement Per Use</u>
Beilstein Hall (includes kitchen use for coffee)	\$100
Kitchen (food preparation)	\$25
Youth Room	\$25
Room 5 (includes kitchenette for coffee)	\$25
Sunday School Room (includes kitchenette for coffee)	\$25
Parking Lot (special event)	\$50
Sanctuary	\$250