

## Fee Schedule

Sanctuary	\$ 100
Chapel & Kitchenette	\$ 50
Library	\$ 25
Nursery	\$ 25
Fellowship Hall/Kitchen	\$100
<b>Event Facilitator</b> Authorized person required for the event to unlock doors, turn on lights, and ensure proper clean-up takes place.	\$100 Flat Fee
<b>Custodial Fee</b> A custodial fee will be charged for all events.	\$50 Flat Fee
<b>Media Operator</b> Authorized to operate all Trinity sound and media equipment	\$50 Flat Fee
<b>Lift Operator</b> Authorized to operate the lift.	\$75 Flat Fee

# Building and Equipment Use Policy



Trinity Lutheran Church | 308 E. Brayton Rd. | Mt. Morris, IL 61054  
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### **Nursery**

1. There should be a minimum of one adult supervising activity and play. Never leave a child unattended in a room.
2. All toys, equipment and furniture are to be used in the manner for which they were intended. All toys, puzzles, blocks, etc. must be put away in their proper locations.
3. If any item (furniture, toys or building structure) is damaged during a group's use of these rooms, damage should be reported to the church office.

### **Damages and Losses to Church Property**

1. Whether accidental or deliberate, all damages and/or losses to church facilities, furniture or equipment is the responsibility of the individual or group renting the property.
2. Groups or individuals shall replace or repair at their expense damage to facilities or equipment due to misuse of facilities or equipment.
3. The cost to repair or replace damaged materials, and custodial costs, will be assessed at the discretion of the Executive Committee.

### **Rental Fees for Church-related or Church-sponsored Functions**

Members requesting to use the church facility for church-related or sponsored functions shall be assessed no rental fee.

### **Rental Fees for Private Events**

Those requesting use of the church facility for non-church related or sponsored functions (i.e. meetings, parties, events, etc.) shall be charged according to the fee schedule unless waived by action of the Executive Committee.

## Sound/Media Systems and Music Equipment

1. Only an authorized Trinity **Media Operator** shall be permitted to use Trinity's sound/media system.
2. Use and moving of the church's piano, organ, or keyboard for any function is permitted only under the supervision of the Music Coordinator or such persons authorized by the Music Coordinator.

## Kitchen

1. Users must adhere to Ogle County Health Department's Food Sanitation regulations for food preparation, cooking, and clean-up.
2. Purchase and use of all consumables (cups, plates, utensils, etc.) and food are the responsibility of the group or individual reserving the kitchen.
3. If using the ovens or stove, the kitchen ventilation system must be used.
4. Wash and put away any church-owned dishes and equipment used.
5. Clean stove, grill, and microwave (if used.) Turn ovens, stove, and ventilation systems off.
6. Clean sinks and clear sink strainers.
7. Clean all kitchen surfaces and leave clear.
8. Place all garbage in bag-lined garbage cans and place recycled items in recycle containers in the kitchen.
9. Remove and take with you all left-over food, beverages and any other non-church items you purchased and brought to use in the kitchen.
10. Wash, dry and return all Trinity towels and dishcloths used ASAP.

## Purpose of Facilities

*In gratitude for God's blessings*, Trinity Lutheran Church is pleased to share its facilities with others. We envision our facility as a gift to the Mt. Morris community to be used for the glory of God.

*In faithful stewardship of our church home*, following are Trinity's guidelines for individuals or groups requesting use of our facility and/or equipment.

## Reservations and Cancellations

1. Scheduled worship services and all parish programs of Trinity Lutheran Church take precedence over all other requests.
2. Requests for use of facilities, grounds, and/or equipment are processed through the church office and shall be approved by Trinity's Executive Committee.
3. Fees are to be paid seven (7) days before the event in cash or check made payable to Trinity Lutheran Church.
4. Groups or individuals requesting the use of Trinity's rooms must complete an "**Agreement for Use of Church Facilities**" form at least thirty (30) days before the event. We encourage submitting your requests as early as possible.
5. Requests for rental space and equipment use will be honored typically on a first come first serve basis according to the date the request form is received in the church office.
6. The Executive Committee reserves the right to change any and all agreements made with the User prior to the event. The Executive Committee will provide written notice of the change(s).
7. **A deposit of \$100 is required** for all individuals or groups requesting use of the church. This deposit may be waived at the discretion of the Executive Committee. The deposit may be refunded by the Executive Committee after a post-event inspection by custodial staff.

8. The church office should be informed as soon as possible upon the cancellation of a meeting date. All fees will be reimbursed within seven (7) business days of receiving notice of cancellation.

## **General Rules**

The Sanctuary shall be used only for gatherings that are in keeping with the spirit of Christian worship and service.

### **Liability and Insurance**

1. Trinity Lutheran Church and its employees shall be held harmless for any and all losses; including attorney fees, damages, expenses and liability arising out of the use of Trinity Lutheran Church property.
2. The Executive Committee may request a certificate of insurance verifying that the organization maintains adequate insurance coverage against personal injury and/or property loss.
3. Trinity Lutheran Church shall be listed as an "Additional Insured" on the Certificate of Insurance.

### **Publicity**

Sponsorship of an event must be clearly specified in all publicity. Non-church events shall not appear to have the Church as a sponsoring organization. The users shall be required to provide, in advance, a copy of any and all advertising before publishing.

### **Access**

1. Access to the church building is limited to an approved set-up time and the day and time of the event.
2. Trinity Lutheran Church will be closed at 10 p.m. each evening. Events should not be scheduled past 9:30 p.m. to allow sufficient time for vacating and closing down the building by 10 p.m.
3. Specified set-up and event times must be adhered to.

## **Facilities and Equipment (General)**

A **Trinity Event Facilitator** must be present at all events. Authorized by the Executive Committee, this individual is responsible for unlocking and locking doors, lights on/off, and ensuring proper clean-up takes place.

1. Use of the building is restricted to those areas as confirmed through the facility reservation process.
2. The use of alcohol, drugs, and tobacco is prohibited throughout Trinity's building and grounds.
3. Groups must provide adequate supervision for their activity. In particular, children must be supervised by adults at all times.
4. Animals should not be brought into any part of the building except for working/guide dogs. Any animals on building grounds must be on a leash and the owner is responsible for waste clean up.
5. Thermostats and controls may only be adjusted by staff personnel.
6. The use of tape or tacks on painted walls, glass, and finished wood surfaces is prohibited.
7. Trinity will not provide storage for groups using its building, or be responsible for equipment, supplies or other property of such groups or their members.
8. Equipment may be brought in for use in the building only after being approved in advance through the church office.
9. Rental space and equipment users shall leave the property in good order, equal to that in which it was found.
10. All church property must remain on the premises unless prior arrangements have been made by the Executive Committee.