

## **Building Use Policy**

**The building and facilities of Holy Trinity Lutheran Church are dedicated to the service of our mission and calling as the people of Jesus Christ in this community. All activities that take place in the building are to, in some way, express this mission and our commitment to our core values (authentic worship, intentional compassion, extravagant generosity, spiritual transformation, radical hospitality, and fearless witness) and beliefs.**

**Radical Hospitality means we go the extra mile to welcome and include all people into our life as a congregation and as individuals. A way that our congregation lives this value is to provide meeting space within our building for use by our community. Groups that use this facility are expected to practice hospitality by opening membership in your group to all.**

**Fearless Witness means we are committed to making decisions and acting boldly in faith in ways that demonstrate our trust in God and each other. As part of this witness, Holy Trinity Lutheran Church exists as an inclusive fellowship of believers and a member of the Evangelical Lutheran Church in America. We stand boldly by our faith commitments and tradition and expect that people and groups who use our building will not act in ways that contradict the faith to which we witness. Our confession of faith as stated in our constitution is included at the end of this policy for review.**

### **Policy:**

As responsible stewards of people and our facilities, we must insure that all that takes place on our grounds and in our building is safe and orderly. Every person and each group using Holy Trinity's (HTLC) building shall be responsible for the care of the space they use and for the behavior of their participants.

Our goal is to provide a welcoming, clean and safe place for parishioners and community members to meet. The custodian and staff work hard to meet this goal, but sometimes rooms are used for more than one activity in a 24 hour period, which means we need the help and cooperation of the groups using the facility to meet these goals. Therefore, the following general rules have been established for the use of HTLC:

### **To reserve a room:**

- 1) A facility use form, complete with the room set-up, needed equipment list and a **certificate of insurance** listing HTLC as an additional insured (i.e. proof that your organization has liability insurance) or a **hold harmless agreement** (attached) will be turned in to the church office at least two weeks prior to the event. A phone request will temporarily hold the date however; if the paper work is not received another event may be booked in that time slot.
- 2) Groups that use the facility for ongoing meetings (such as the 3<sup>rd</sup> Tuesday of each month) need only fill out one Facility Use request form – noting each date a room will be needed.
- 3) Special events requiring different room(s) and/or set-ups should have a separate form completed for each event. Each group that meets needs to fill out these forms – **all meetings must be on the schedule** for your safety as well as ours.

## Use of the building:

1. There is **no smoking** permitted anywhere on HTLC property including the parking lots.
2. **Alcoholic beverages** are not permitted.
3. **Beverages that contain red food dye or other ingredients that can leave permanent stains** are not permitted.
4. **Food and drink** are to be contained in the rooms that have been reserved only.
5. **Trash** is to be removed to the dumpster (located on the south side of the building in the enclosure) and the bag replaced in the trash cans that have been used. (Replacement bags are in the bottom of the receptacle)
6. **Personal items** are not to be stored at HTLC without permission. Items left at the church for longer than two weeks will be thrown away or donated to a charity. HTLC bears no responsibility for items left behind in any space.
7. **Chairs and tables** are to be carried, not dragged. Deep scratches in the finish are the result of careless room re-arrangement. *Significant floor damage will result in an additional charge.* The custodian is available to do a room set up with two weeks prior notice.
8. **Blue painters' tape** is the only approved media to be used to attach items to the wall or floor. Outside organizations and individuals must remove all items posted after each event.
9. **Bulletin Boards** are for use by HTLC programs only. All items should be approved prior to posting.
10. **Restrooms** on the upper & lower levels please check and tidy before you leave, remember to turn off the light and prop the door open. If you empty paint, clean out brushes or any other messy activity, be sure to run sufficient water to clear the drain, wipe out the sink and clean up any spills before you leave.
11. **Turn out all lights except** the lights by the elevator on the **main** floor (marked).
12. **Lock the facility** when you leave, training is available for locking up. Each group using the facility will be assigned a key which will open the building and the restrooms.
13. **The requestor is responsible** for the behavior of the group. *Damage to the facility or its furnishings may result in an additional charge.* Participants must stay in the space reserved to insure that other people and programs are not disturbed and that other areas that may be set for future activities are not disturbed.

## Usage Fees:

**Member Use** of the Fellowship Hall or Gathering Place (no Kitchen) \$50

With Kitchen \$100

**Non-Member use** of Fellowship Hall or Gathering Place (no Kitchen) \$100 +

\$35 Custodial Fee/per Hundred attendees

With Kitchen \$200 +

\$35 Custodial Fee/per Hundred Attendees

**Non-profit organizations** with programming that is consistent with the congregation's confession of faith, core values and beliefs - No charge

**Use of Sanctuary** – please contact the church for approval – use must be approved by a pastor – please allow 1 month for approval. No requests will be granted that interfere with the congregation’s worship life or the preparations for worship.

**Sanctuary Sound System** \$50 - we will provide an operator for the sound system if this is needed for your use of the sanctuary. Please contact the church at least 2 weeks prior to your event. The sound system is not available without a trained PA Tech on site.

**Screens, projectors and computer equipment - are** available only for the use of programs of the congregation. Outside individuals and organizations must provide their own equipment order to develop a personal connection between Holy Trinity and community groups using the building, a staff member or a ministry team will meet you, show you your room assignment and review the expectations at your first or second meeting of the year. We will also “inspect” the room after use and contact you if there are any problems or questions. If there are questions regarding this policy, please call the church office at 964-4348.

## **CONFESSION OF FAITH**

This congregation confesses the Triune God, Father, Son, and Holy Spirit.

This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.

- a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death and resurrection God fashions a new creation.
- b. The proclamation of God’s message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
- c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God’s Spirit speaking through their authors, they record and announce God’s revelation centering in Jesus Christ. Through them God’s Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.

This congregation accepts the Apostles’, Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.

This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.

This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small

Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.

This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

**Holy Trinity Lutheran Church**

**Building Use Verification**

I acknowledge that I have read the Building Use Policy of Holy Trinity Lutheran Church and understand the expectations, limitations and procedures outlined in this document. Consistent failure to abide by this policy will result in termination of use of Holy Trinity Lutheran Church.

Signature \_\_\_\_\_

Date \_\_\_\_\_