

**TRINITY EPISCOPAL CHURCH**  
**BUILDING USE POLICY**

**Welcome to Trinity!**

We are proud of our renovated facilities and are excited for the opportunity to offer them in service to our community.

If you or your group seeks to use space in our building, we ask that you read the attached Building Use Policy and complete the enclosed Application and Use Agreement.

All scheduling must be done through our Parish Administrator, who can be reached in our front office at 812-336-4466.

Thank you for contacting us in regard to your needs. I hope that together we can carry out Trinity's mission:

“Open to All. Open to Love. Open to Serve.”

Sincerely,



Father Charlie Dupree<sup>+</sup>

## **APPLICATION AND APPROVAL**

All outside groups seeking to use space at Trinity must complete the attached application and Use Agreement. Approval for use of the space will be granted by the Rector or the Vestry, depending on the nature and frequency of use.

Use of the building is restricted to the room(s) approved, access hallways, and restrooms on the dates and times specified.

Building users must comply with the terms of this Building Use Policy at all times. Trinity Episcopal Church reserves the right to terminate any use of the building at any time regardless of cause.

## **USER GROUPS**

The facilities of Trinity Episcopal Church, including the rooms in the education wing, the Great Hall, and the church proper, are made available to individuals and not-for-profit and other groups for uses which are compatible with the purposes of the Church as defined by the Rector and Vestry. Federal and state tax laws place certain limitations on the types of activities which may be held on the premises.

## **CONTACT PERSONS**

As part of the application and approval process, groups must provide information for primary and secondary contact persons. One or both of these group representatives will be in attendance during the activity and will be responsible for all matters pertaining to the facility use. User groups are expected to immediately update the Parish Administrator in regard to any changes in representatives or their contact information.

## **SCHEDULE CHANGES**

Once an activity has been scheduled, Trinity will work to ensure that the use can occur as planned. However, occasions such as funerals, special services and parish events may arise which conflict with, and will be given priority over, the scheduled use. If and when such conflicts occur, Trinity will provide as much advance notice to the user group as possible, and will work with the group to identify other times or locations within the building that can accommodate the group's needs. If no such accommodation is possible, Trinity will refund the group any advance payment it has received for the use of the space.

In the case of inclement weather, the building may not be available for use as scheduled. The safety of our guests as well as our staff is of utmost concern. It has been determined that the standard set by the main branch of the Monroe County Public Library (located across the street at 303 E. Kirkwood Ave, 812-349-3050) will be used: if the Library is closed due to weather issues, all Trinity meetings will be cancelled as well. (Group leaders and participants will be able to obtain this type of information through the Library website; <http://www.monroe.lib.in.us/home.html>, or through local radio stations. The church website (<http://www.trinitybloomington.org>) will also be updated if possible with information regarding inclement weather which will match the Library.)

## **CARE OF FACILITIES**

Users are expected to return the space used to the same condition and arrangement in which it was found unless other prior arrangements have been made. The movement of furniture and equipment from one room to another is not permitted except by prior arrangement. Tape, pins and other fasteners may not be used on walls, doors, bathroom stalls, etc. Easels are available for display upon advance request.

User groups will be held financially responsible for any damage or unusual cleaning costs incurred as a result of their use of the building.

Trinity facility managers, called Sextons, will be on-site to answer questions and provide assistance. Please report any unusual incidents, breakage, or other problems to the Sexton immediately.

- **Fire extinguishers** are located throughout the building in the hallways, at the inside entrance to the Great Hall, and in the kitchen. Groups should familiarize themselves with these locations.
- **A first aid kit** is located in the kitchen and in most classrooms.

## **HOURS OF USE**

Because some of our spaces are often used by several groups in one day, users are asked to abide by their scheduled departure times. All evening users must vacate the building before 8:45PM.

## **KITCHEN**

First-time kitchen users are required to participate in a brief training session in advance of their scheduled use. Any group hoping to use the kitchen should make such request as far ahead of time as possible to allow time to schedule this training.

If kitchen equipment or dinnerware (plates, glasses, utensils, etc.) are used, they must be cleaned in the dishwasher, dried and put away by the end of the scheduled use period.

## **CHILDREN IN THE BUILDING**

For safety reasons, children must be supervised and cannot be allowed to roam through the building or its rooms. We are not able to make the Nursery available to outside user groups.

## **ALCOHOL, DRUGS AND TOBACCO**

Smoking is not permitted in the building or on the church premises, which are defined to include all doorways, porches, stairways, ramps and lawn areas. Alcoholic beverages may not served or consumed by any outside user group. Mood-altering drugs may never be dispensed, used or held on the church premises.

## **STORAGE OF ARTICLES**

Storage of articles for non-parish groups is not available

## **LOST/DAMAGED PROPERTY**

Trinity Episcopal Church will not be responsible for lost or damaged property of user groups and/or their members.

## **PARKING**

Trinity has no general parking available. Visitors must use on-street parking or one of the area parking lots. Groups should remind their members not to use the spaces adjacent to the building which are designated for clergy and staff.

## USER FEES

Trinity's fee schedule varies according to the nature of the use of the building. Because of the high cost of utilities, maintenance and custodial service required to open the building to outside use, groups are asked to pay fees to help offset these extra expenditures. Some groups such as not-for-profit organizations which involve Trinity parishioners, are not subject to mandatory fees but are asked to make a donation using the fee schedule below as a guideline. In addition to meeting room fees or donations, any set-up, cleaning or rearranging that is required will be at the rate of \$15.00 per hour. If A/V equipment is requested in the Great Hall, there will be a set-up fee of \$xx.

### Fee Schedule

Fees are based on a one-time use. Fees for ongoing meetings are determined for each group.

	<b>Parishioners</b>	<b>Non-parishioners</b>
Smaller classrooms	\$10.00 (per occasion)	\$20.00
Library/Harvest Room	\$10.00	\$20.00
Ararat Room	\$35.00	\$60.00
Kitchen	\$25/50.00 (varies by use)	\$50/100.00
Great Hall*	\$50.00	\$200.00
Rehearsal for Great Hall event	\$0	\$25.00 (each)
Church Proper	\$50.00	\$200.00
Tablecloths	actual cost to launder	<i>not available</i>

\*The use of the Great Hall will be measured in blocks of time of approximately three hours each (e.g., morning, afternoon, evening). If the function exceeds three hours, there will be a charge to non-parishioners of \$20.00 for each additional hour.

Fees for the Great Hall and the Church Proper must be paid at least two weeks in advance to confirm the reservation. Fees for all other rooms must be paid to the Parish Administrator prior to use. Fees for continuous use may be paid monthly.

Checks should be made out to Trinity Episcopal Church with Room Use Fee written on the memo line.

To ensure proper tracking of user fees, please provide fees to Parish Administrator in an envelope that clearly indicates the name of your group, the date(s) for which the payment is made, and the amount of payment.

The rooms listed above each have a limit to the number of people that can be safely or comfortably accommodated. In the event these numbers are exceeded, there may be ways to provide for overflow. Any additional space/overflow can only be obtained and opened by a Trinity staff member.

*(The figures below represent the approximate sized group for this room)*

Smaller classrooms: 10-12	Ararat Room: 15-30
Library: 10-15	Great Hall: 30-120
Harvest Room: 6-8	Sanctuary: about 180

**USE AGREEMENT**

The undersigned, an authorized representative of \_\_\_\_\_ (“the User Group”) has requested use of the facilities at Trinity Episcopal Church. On behalf of the User Group, the undersigned agrees to the following terms and conditions in exchange for use of the facilities:

1. The User Group and/or its representative(s) have received a copy of Trinity’s Building Use Policy and agree to abide by all terms of this policy.
2. The User Group acknowledges that Trinity has the right to cancel this agreement or any specific scheduled use at any time and for any reason, and that Trinity’s sole liability to any party for such cancellation will be to refund any fees/donations and other payments made for the cancelled use.
3. The User Group shall pay any mandatory fees or damage deposits prior to use of the space.
4. The User Group shall be financially responsible for any repairs or special cleaning made necessary by its use of the space.
5. In consideration for use of the space, the User Group, its officers, members and invitees agree to release, hold harmless and indemnify Trinity Episcopal Church, its clergy, staff, officers, members, agents and assigns from any and all liability for loss that may occur as a result of the User Group’s presence or activities on the church premises. This includes, but is not limited to, damage or loss of personal property and personal injury up to and including death of any person.
6. The User Group acknowledges that this agreement in no way implies Trinity Episcopal Church’s sponsorship or approval of the User Group and its activities; it is strictly an agreement for facility use.

**I agree to these terms on behalf of the User Group as its authorized representative.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

<b>For Trinity Use:</b>	
Fee/Donation Amount: _____	Date of payment: _____
Set-up Fee Amount: _____	Date of payment: _____

**APPLICATION FOR USE OF FACILITIES**  
**AT TRINITY EPISCOPAL CHURCH**

**Name of Group** (or individual) \_\_\_\_\_

Primary Contact Person

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (other) \_\_\_\_\_  
Email address \_\_\_\_\_

Secondary Contact Person

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (other) \_\_\_\_\_  
Email address \_\_\_\_\_

Type of Function or Activity \_\_\_\_\_

Room(s) requested or by preference: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Event Date \_\_\_\_\_ Day of the Week \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Anticipated number in attendance: \_\_\_\_\_

Is this a request for repeated/ongoing use? Yes \_\_\_ No \_\_\_

If Yes, please answer the following:

Beginning and end dates of use \_\_\_\_\_

~Or~

This is an ongoing use, but there is no specified end date \_\_\_\_\_ (renewal required after 6 months)

**Set-up or equipment needs** (please mark all that apply):

**Set Up:** \_\_\_\_\_ **Equipment needed:** \_\_\_\_\_

\_\_\_ Theater style  
\_\_\_ Number of tables \_\_\_\_\_  
\_\_\_ Number of chairs per table (8-10max)  
\_\_\_ Extra chairs needed?

**Great Hall only:** \_\_\_ Podium \_\_\_ Sound system

**Estimated hours for set-up** \_\_\_\_\_ x \$15.00 = \_\_\_\_\_ A/V equipment? \_\_\_\_\_ (add \$xx)

Will there be food & beverages? \_\_\_\_\_ If yes, will it be catered? \_\_\_\_\_

(A deposit may be required if there will be food and beverages)

Additional notes for event needs: \_\_\_\_\_

**Fees:**

The agreed upon fee is \$ \_\_\_\_\_ Submitters initials \_\_\_\_\_

***Thank you for your request. We will provide the Primary Contact Person with a decision on this use at our earliest opportunity.***

**For Trinity's Use**

Approval Granted? Yes \_\_\_\_\_ No \_\_\_\_\_ Added to Calendar? \_\_\_\_\_

Date: \_\_\_\_\_ Grantor: \_\_\_\_\_