

Church Use Guidelines

Holy Trinity Lutheran Church

New Prague, Minnesota

The first priority for use of church facilities always remains with the services and activities related to the ongoing life of this parish. All other arrangements will be considered only in relationship to the needs of the parish.

The Church facilities are available for use/rental to members, non-members and community organizations. Church facilities will not be rented to for-profit groups/individuals.

The following guidelines apply:

1. All activities must be scheduled well in advance through the church office. Non-member rental cannot be reserved earlier than 120 days in advance of use date.
2. Reservation for calendar date is confirmed only after Application has been completed and approved. Non-members will be required to prepay a \$200 damage deposit.
3. Use of the kitchen must also be reserved on Application form. Any group using the kitchen or Youth Room must have a member of the congregation present. Groups are expected to pick up after themselves and leave the kitchen area as clean as or cleaner than they found it. Please observe rules/guidelines posted in the kitchen.
4. No artificial coloring agents should be used anywhere in the church buildings.
5. Small children and food are not allowed in the Fireplace room
6. No food or drink is allowed in the sanctuary.
7. Basic table/chair set up and breakdown of a room is included in the rental fee. Groups or individuals that require custodial cleaning above normal levels (weddings, receptions, banquets or events involving food, groups of 20 or more, or other meetings deemed necessary) require a minimal custodial fee of \$40.
8. We are a NO SMOKING, NO ALCOHOL DRUG FREE facility. Tobacco, drug or alcohol use is not permitted anywhere on the church campus, including the parking lot. AA group members are allowed to smoke outside the south entrance but must maintain area cleanliness.
9. Additional custodial time required for excessive cleaning beyond usual requirements will be assessed to the group responsible at a rate of \$15 per hour (one hour minimum).
10. The group is responsible for ensuring that all lights are turned off and the building is locked prior to leaving.
11. Children must be under constant adult supervision. At no time are children permitted to be alone in any room of the building or on the church grounds (including playground area).
12. The Church Council or Head of Staff reserve the right to negotiate and enter into long term rental contracts at their own discretion & according to the best interests of the congregation.
13. Failure to abide by this policy and guidelines may result in the denial of future requests to use the facility.
14. Funerals or other pending ministry needs for church space or equipment may take precedence on the availability of space and equipment.

The above guidelines supersede any previous guidelines and are considered those currently in force.

Updated: 5/22