



FACILITY USE POLICY AND REQUEST FORM

FACILITY USE POLICY

Our Vision: to share God's love for all people from one generation to the next.

COVID-19 Guidelines:

- 1. Please follow CDC/MDH guidelines.**
 - Please ask all to review the MDH Visitor Health Screening (attached) before entering the building and stay home if you are sick.
 - Avoid touching your eyes, nose, and mouth.
 - Cover your cough or sneeze with a tissue.
 - Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer.
 - Masks are not required for those who are fully vaccinated. Unvaccinated individuals should still wear a mask (*The only exceptions are: children younger than 2 years old, anyone who has trouble breathing or is unconscious, and/or someone who is otherwise unable to remove the cloth face covering without assistance. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.*)
- 2. Signage:** Please have clearly marked signage for the gathering/event.
- 3. Entrance Door:** If possible, please prop open the entrance door used as guests are arriving, closing the door when all are in attendance.
- 4. Food/Beverages:** Please do not bring in any outside beverages/food to be shared.
- 5. Contact Information:** Please take attendance to include name and contact information. If a member of your group is diagnosed with COVID-19, please notify the church office. Confidentiality will be honored.
- 6. Space Use:** Please stay in the space that you have reserved for your function using only that space and the nearest restrooms. Please do not use the water fountains or phones, unless necessary.
- 7. Cleaning:** After your group is out of the facility, janitorial staff will clean the areas used following CDC Guidelines.

Additional Guidelines:

- 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 (not applicable to weddings).
- 2. Reservation for calendar date is confirmed only after application has been completed and approved.**
- 3. Use of the kitchen must also be reserved on application form.** Any group using the kitchen must first have a conversation with our Hospitality Coordinator. 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. **No permanent or removable tape, mounting putty, poster adhesive, tacks, staples, nails,**

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screws, or picture hangers may be applied to any wall or ceiling within the facilities without preauthorization.

5. **Basic table/chair set up and breakdown of a room is included in the rental fee.**
6. **No fees for Church sponsored groups.** Church sponsored groups generally use Holy Trinity facilities at no charge. However, groups are required to leave rooms in the same condition as they were found. Tables must be wiped down if soiled and garbage and recycling must be placed in proper receptacles. If large volumes of garbage are generated for special events, group members must arrange to place this material in Holy Trinity's outside garbage and recycling receptacles.
7. **Use of Holy Trinity Facilities by non-Church sponsored groups generally requires payment of a nominal fee to partially offset costs.** Additional fees may apply if extra custodial or audio visual/tech support is needed (Our technology and av/tech support is limited. If you need these resources, please discuss availability and ability with the office manager). The cost of damage, if incurred, will be the responsibility of the individual or group reserving the facility.
8. **No storage rule.** Holy Trinity's facilities are used by a variety of groups and must be kept clean. No group may store materials or equipment without pre-authorization by the office manager.
9. **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. Alcohol exceptions made be made for special church events if approved by leadership and proper precautions are taken.
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 or unsupervised in any room of the building or on the church grounds.
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.** Usage must be consistent with Holy Trinity's mission, vision, and values.
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 take precedence on the availability of space and equipment.**
15. **Depending on the event or regular meeting, special event insurance or a certificate of insurance may be required.**
16. **Proper conduct is expected.** Individuals reserving Holy Trinity facilities are responsible for the conduct of participants. Participants are expected to treat Holy Trinity facilities as they would someone's home (i.e., being respectful of our neighbors, protecting against damage or vandalism, etc.). Each group will be responsible for all liability arising from their events/programs.

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FACILITY USE REQUEST

Requests for Church Use: All church facility use requests must be submitted to Holy Trinity Lutheran Church's Office Manager (952.758.3513; office@holytrinityonline.org). Once a request is submitted, it will be reviewed for space availability, alignment with the vision, mission, and values of the church, and the fit within the current phase of our COVID-19 Preparedness Plan. The first priority for church use are services related to the ongoing life of Holy Trinity Lutheran Church and its mission/outreach to the needs of the community. The church facilities are available for use/rental to members, non-members, and community organizations.

Today's Date: _____

Name of group: _____

Non-Profit? Yes No

Name of contact person (if different from above): _____

Holy Trinity Member? Yes No # of Participants in group: _____

Mission of Group or Meeting Purpose: _____

Address: _____

City/State: _____ Zip _____

Phone: _____ Work Phone: _____

Email Address: _____

One-time request date: _____ Time from _____ to _____

---or---

Ongoing request for dates: _____ Time from _____ to _____

Weekly ____ Monthly ____ Quarterly ____ Months of the year _____ Exceptions _____

Days of week – circle days needed: M T W Th F Sat Sun

Space Requested (options can be provided by Office Manager): _____

Custodial set-up requested: No Yes If yes, please fill out Maintenance/Custodial Request Form.

Will any equipment be needed? No Yes If yes, please fill out Maintenance/Custodial Request Form.

What time would you like to have the doors unlocked? _____ and locked _____

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RATES FOR UP TO FOUR HOURS OF USE:

Facility	HTLC Members (Individual)	Community Organizations	Non-members (Individual)
Sanctuary * (350 capacity) (Cannot be reserved at this time)	\$50	\$75	\$100
Fellowship Hall *	\$50	\$75	\$100
Paul's Place *	\$50	\$75	\$100
Room 205 A & B	\$30	\$45	\$70
Kitchen * (Cannot be reserved at this time)	\$40	\$55	N/A
Damage Deposit	\$50	\$50	\$50
*Special Event Insurance or Certificate of Insurance	Proof only, if required, not paid to HTLC	Proof only, if required, not paid to HTLC	Proof only, if required, not paid to HTLC
		TOTAL	

Events/programs/functions/meetings that directly support the ministry of Holy Trinity Lutheran Church are exempt from fees. Community organizations can apply for fees to be waived, if they feel it may be appropriate. Holy Trinity reserves the right to change rates as it sees fit depending on the usage situation.

We agree to carefully supervise the activities and the facility and be responsible for any damage that might occur to the facility because of our use/misuse. We agree to adhere to the conditions of use as described. We relieve the church of all liability and/or responsibility for injury, damage or any mishap to any person participating in or attending the function, and to hold the church, staff, and all members harmless from all such consequences.

Signature of responsible party _____
Date

HTLC representative to open the building: _____ Contact number: _____

HTLC representative to close the building: _____ Contact number: _____

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MAINTENANCE/CUSTODIAL REQUEST FORM:

General Information:

Contact Person/Group: _____

Date(s) requested: _____

Space requested: _____

Is this a: **Set-up Request** **Equipment Request**

Please describe the set up/equipment needed:

Please draw set-up (including equipment, if applicable):

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OFFICE USE ONLY

Date received: _____ Approved: ___ Yes ___ No By: _____

Contacted responsible party regarding approval/not: _____ Date contacted: _____

Added to calendar: _____ Date added to calendar: _____

Fee collected: \$_____ Date fee collected: _____

Date Damage Deposit collected: _____ Date Damage Deposit voided (if applicable): _____

Special Event Insurance or Certificate of Insurance collected (if required): _____

Date S.E.I. or C.I collected: _____

Comments:

Updated: 6/1/21

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