



1300 East Main Street  
New Prague, MN 56071  
952.758.3513  
[www.holytrinityonline.org](http://www.holytrinityonline.org)

## **FACILITY USE POLICY AND REQUEST FORM**

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

### **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 the 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.
- 5. No permanent or removable tape, mounting putty, poster adhesive, tacks, staples, nails, screws, or picture hangers** may be applied to any wall or ceiling within the facilities without preauthorization.
- 6. Basic table/chair set up and breakdown of a room are included in the rental fee.**
- 7. 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, group members must arrange to place this material in outside garbage and recycling receptacles.
- 8. 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 other staff support is needed. The cost of damage, if incurred, will be the responsibility of the individual or group reserving the facility.

9. **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.
10. **We are a NO SMOKING, NO ALCOHOL, DRUG-FREE facility.** Drug or alcohol use is not permitted anywhere on the church campus, including the parking lot. Smoking is allowed in the parking lot provided you dispose of waste properly. Alcohol exceptions may be made for special church events if approved by leadership and proper precautions are taken.
11. **Groups are responsible for ensuring that all lights are turned off and the building is locked prior to leaving.**
12. **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.
13. **The Church Council or Head of Staff reserves 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.
14. **Failure to abide by this policy and guidelines may result in the denial of future requests to use the facility.**
15. **Funerals or other pending ministry needs for church space or equipment take precedence on the availability of space and equipment.**
16. **Depending on the event or regular meeting, special event insurance or a certificate of insurance may be required.** If food is served to the community, a special event food license may also be required.
17. **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.

## 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 and alignment with the vision, mission, and values of the church. The first priority for church use is 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: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Non-Profit? Yes No Holy Trinity Member? Yes No

Mission of Group or Meeting Purpose: \_\_\_\_\_

Name of contact person (if different from above): \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

One-time request date: \_\_\_\_\_ Time: \_\_\_\_\_ 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 provided by Office Manager): \_\_\_\_\_

Custodial set-up requested: No Yes (If yes, please fill out Custodial Request Form)

Will any equipment be needed? No Yes (If yes, please fill out Custodial Request Form)

What time would you like to have the doors unlocked? \_\_\_\_\_ Locked? \_\_\_\_\_

**RENTAL RATES - UP TO FOUR HOURS OF USE:**

<b>Facility</b>	<b>HTLC Members (Individual)</b>	<b>Community Organizations</b>	<b>Non-members (Individual)</b>
<b>Sanctuary *</b> (350 capacity) <i>(Public events require approval from pastor)</i>	\$50	\$75	\$100
<b>Fellowship Hall *</b> <i>(Public events require approval from pastor)</i>	\$50	\$75	\$100
<b>Paul's Place *</b> <i>(Public events require approval from pastor)</i>	\$50	\$75	\$100
<b>Room 205 A &amp; B</b>	\$30	\$45	\$70
<b>Kitchen *</b>	\$40	\$55	N/A
<b>Damage Deposit</b>	\$50	\$50	\$50
*Special Event Insurance, Certificate of Insurance, Special Event Food License	Proof only, if required, not paid to HTLC	Proof only, if required, not paid to HTLC	Proof only, if required, not paid to HTLC
<b>TOTAL</b>			

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 lowered if they feel it may be appropriate (ex: reoccurring use). 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: \_\_\_\_\_

Person responsible for open/close building: \_\_\_\_\_

Contact info: \_\_\_\_\_

**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: \_\_\_\_\_

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

**OFFICE USE ONLY**

Date received: \_\_\_\_\_ Approved: Yes No By: \_\_\_\_\_

Contacted responsible party regarding approval: Yes No Date contacted: \_\_\_\_\_

Added to calendar: Yes No Date added to calendar: \_\_\_\_\_

Fee collected: \$\_\_\_\_\_ Date fee collected: \_\_\_\_\_

Date Damage Deposit collected: \_\_\_\_\_

Date Damage Deposit voided (if applicable): \_\_\_\_\_

Special Event Insurance/Certificate of Insurance collected (if required): Yes No

Date SEI/COI collected: \_\_\_\_\_

Comments: