

# **TRINITY UNITED METHODIST CHURCH FACILITIES USE POLICY**

## **I. MISSION STATEMENT**

Because of God's love for us through Jesus Christ, we exist to worship, grow, and serve.

In furtherance of this mission, the Church Council has charged the Board of Trustees with the responsibility to administer the use of the church facilities.

## **II. PRIORITIES FOR USE**

Groups that are an integral part of Trinity UMC shall have first priority for the use of any and all facilities of Trinity UMC. However, it is our belief that the facilities of Trinity UMC should be made available not only to Trinity UMC groups, but also to groups that are not an integral part of Trinity UMC ("outside Groups"), but that further the mission of Trinity UMC. Therefore, such groups that are not integral to Trinity UMC may be permitted to utilize Trinity UMC facilities, with priority for such use being given in the following order:

- A. Trinity United Methodist groups;
- B. other United Methodist groups;
- C. religious groups of other Christian denominations;
- D. non-profit groups sponsored by Trinity UMC, subject to the approval of the Senior Minister;
- E. non-profit, non-religious groups with goals and aims that further the above-stated mission of Trinity UMC, subject to the approval of the Senior Minister;
- F. other groups and individuals, only upon approval by the Board of Trustees.

Trinity UMC facilities shall not be available for use by any political parties, except for non-partisan forums prior to an election.

## **III. GENERAL RULES APPLICABLE TO ALL USES OF TRINITY UMC FACILITIES**

1. Trinity UMC facilities may be used only for such purposes as are in keeping with the purposes for which the facilities were erected. In addition, all uses of Trinity UMC facilities shall comply with paragraph 2533, subparagraphs 1 and 3, of the Book of Discipline of the United Methodist Church, 2016.
2. All requests for facility use must be approved through the Trinity UMC office. A calendar will be maintained in the church office, which will record all approved facilities usage, including the time and date of the event, the organization sponsoring the event, and a person within the

organization who will be responsible for ensuring compliance with these rules (“the responsible representative”). (See attached application)

3. Trinity UMC reserves the right to change the meeting place of any event from one location within Trinity UMC to another, or to cancel the use of any Trinity UMC facility for such event if necessary. In the event the use of Trinity UMC facilities must be cancelled, the group representative shall be notified as early as possible.
4. Thirty (30)-parking places are allotted for any and all events scheduled by groups that are integral to Trinity UMC. If more than thirty (30) parking spaces are needed, arrangements shall be made with the church office at least 3 business days before the event is scheduled to occur.
5. Any and all facility charges shall be as provided in the Facility Use Fees Schedule. All such charges shall be paid to the Trinity UMC office no later than 14 calendar days after the scheduled event.
6. Alcoholic beverages in any form are not permitted on church property at any time.
7. Smoking and/or vaping is not permitted in Trinity UMC buildings.
8. The control of heat and air conditioning by thermostats shall be the responsibility of the Coordinating Sexton. No one other than officially designated persons shall attempt to use heat and air conditioning controls.
9. Children and youth must be adequately supervised by at least two (2) responsible adults from the time that the first person arrives until the last person leaves. For groups of children and youth larger than twenty (20), the minimum allowable ratio of adults to youth must not fall below 1 adult for each 10 youth or fraction thereof. Children and youth shall be defined as persons 18 or younger. Playgrounds may be made available provided that adult supervision, at a minimum ratio of one (1) responsible adult to each five (5) children or youth, or fraction thereof, is provided by the sponsoring group.
10. No property shall be moved from any part of any church building or between rooms without permission of the Trinity UMC office. If permission is granted, a record shall be kept of the transfer.
11. Requests for any special furniture shall be made in advance, through the Trinity Church office.

12. No tacks, nails, pins, screws, adhesive tape, or any other like object shall be driven or attached to the walls, floors, or furnishings, other than the use of existing bulletin boards, cork boards and other furnishings designed for such purpose.
13. The use of decorations shall be cleared with the Trinity UMC office in advance of any event. All decorations shall be removed upon the completion of the event. Any damage resulting from such decorations will be assessed against the sponsoring group, through the responsible representative.
14. Trinity UMC facilities must be left in the same pre-existing condition at the conclusion of each event. The Building Use Close-up Checklist, a copy of which shall be provided to the responsible representative, shall be completed and left in the room immediately following the event. Where applicable, the responsible representative must also execute the Key Usage Agreement.
15. Outside groups and individuals requesting use of any Trinity UMC facility must obtain from the church office a Facility Use Application, which includes an application for such use and submit the application to the church office at least ten (10) days in advance of the dates they seek to reserve. Upon approval for such use, the responsible representative will be provided with written approval and shall execute a letter of agreement to comply with all applicable rules for such use.

**IV. ADDITIONAL RULES APPLICABLE TO THE USE OF THE SANCTUARY, CHAPEL, AND MOOR HALL:**

1. The sale of tickets for any event must be approved prior to the reservation of the facilities. Tickets for events taking place in either the sanctuary or the chapel may not be sold within the worship spaces and must be approved by the Senior Minister.
2. For all events other than weddings, outside groups may not reserve the sanctuary, chapel, or Moor Hall more than three (3) months in advance of the date of the event.
3. Weddings are not scheduled in the month of December in Trinity UMC's sanctuary or chapel.
4. For all events other than weddings, outside groups and individuals shall make a deposit of 10% of the facility use fee to reserve their use of the sanctuary, chapel, or Moor Hall. The deposit may be waived by the Senior Minister. Such deposit shall be refunded if the event is cancelled at any time more than seven (7) days before the scheduled event. Refer to the wedding booklet for all wedding fees and deposits.

5. Furniture in the chancel of the sanctuary shall not be moved, unless authorized by the Trustees. When approved by the Trustees, such moves shall be made only under the direct supervision of a paid staff member of Trinity UMC.
6. The organs must not be used except with approval of the Trinity UMC Organist or the Director of Music, in consultation with the Senior Minister.

V. **ADDITIONAL POLICIES APPLICABLE TO USE OF TRINITY UMC KITCHENS**

1. Trinity UMC's Culinary Coordinator has full discretion of the use of the Moor Hall kitchen. The Director of Youth Ministries has full discretion of the use the Gregory Room/Underground kitchen.
2. Kitchen equipment may not be borrowed or moved for use outside the kitchens.
3. Persons under the age of 18 shall not use the kitchen and kitchen equipment except under direct adult supervision.

- *End of Policy* -

The Facilities Use Policy was revised and approved by Trinity UMC's Board of Trustees on August 27, 2024.