

HOUSE RULES

USE OF CHURCH PROPERTY

TRINITY EVANGELICAL LUTHERAN CHURCH

POLICY

The Congregation Council encourages reasonable use of church property by persons or groups whose activities enhance community life, consistent with the mission of the congregation.

AREAS AVAILABLE

1. If there is no date or time conflict with scheduled use of Church property by the congregation, the Social Hall, Lounge, Church School rooms, Nave, Kitchen, and other areas may be used upon approval by the House Committee.

PROCEDURE

1. The President of the Congregation Council, the Pastor and the Chairman of the Property Committee will serve as the House Committee.
2. The House Committee may (a) approve or disapprove applications for use of Church property and (b) set conditions for use of property.
3. The Facility Use Coordinator (Church Secretary) will handle all inquiries regarding use of Church property and will educate users on the access, use and closure of facilities after their use.
4. Application for use of Church property is to be made by completing the form (available in the church office and on the church's website) entitled "Request-use of Church Property." The completed form is to be delivered to the Facility Use Coordinator for consideration and follow-up.
5. The House Committee will act on the application and, if Council approval is believed necessary, seek appropriate action by Council. If approved, the new user is asked to sign a form entitled "Use of Church Property" to acknowledge their understanding and acceptance of the Church's House Rules.
6. It is suggested that each Church User consider a periodic donation to help cover routine expenses (utilities, cleanup, etc).
7. If an application is denied, the applicant will be notified personally by the Facility Use Coordinator to explain the reason(s) for the denial.
8. A listing of property users (including contract person[s] and phone numbers) and an activities calendar will be maintained by the Facility Use Coordinator to display approved users, their meeting date(s), and area(s) to be used.
9. Failure to follow House Rules will be a basis for denial of use of Church facilities.

Attachments

12-15-09 (Revised)