

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 the 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 will handle all inquiries regarding use of the 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 Web site) 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.
6. If an application is denied, the applicant will be notified personally by the Facility Use Coordinator to explain the reason(s) for the denial.
7. A file of property requests 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.

REQUEST
USE OF CHURCH PROPERTY

Trinity Evangelical Lutheran Church encourages reasonable use of the church property (Social Hall, Lounge, Sunday School Rooms) by persons or groups whose activities enhance community life, consistent with the mission of this congregation. No contract or other right is created by such use, and use of property by any guest may be rescheduled or canceled at any time at the sole discretion of the congregation.

Name of Applicant _____

Date(s) Requested _____

President or Contact Person _____ Tel. No. _____

Meeting (or use): Type _____ Attendance _____

Frequency _____ Time _____ to _____

Area(s) of Property Needed _____

Is use of the Nave, Kitchen or other area required? _____ Yes _____ No

What refreshments or food will be served? _____

Conditions of use: (1) Applicant agrees to return property to same condition after use as it was found at the beginning of use. (2) Applicant agrees to hold harmless, indemnify and defend the Church from any and all liability for injury or damage which may result from Applicant's use of Church premises, including its entrances, exits and surrounding areas.

Remarks: _____

Signature (for Applicant)

Name (Print) _____

Note: Questions regarding this form or its use should be directed to the Church's Facility Use Coordinator.

Action: House Committee _____ Yes _____ No

Congregation Council (if required) _____ Yes _____ No