

**Trinity Evangelical Lutheran Church**  
**1600 Kanawha Blvd., East**  
**Charleston, WV 25311**  
**304-342-5212**  
**www.trinitywv.org**

**Use of Church Property**

Trinity Evangelical Lutheran Church 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

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) it may be used upon approval by the House Committee. Every effort will be made to honor the time and space you have requested, however there are circumstance beyond control that may require the Church's use of the area. We will make very effort to notify you in a timely manner. We also ask that you notify us if your group will not be using the facility at the time requested.

PROPERTY RULES

All groups will be required to complete a "Request for Use of Church Property." The form is to be updated annually or when group information changes.

When approved, the group will be issued a unique code access to allow entry into the church through the kitchen door. It is requested that a representative of the group visit the church during office hour (Mon.—Fri., 9am—2pm) to be shown how to use the code. Please check with the church office if you plan to use the Church before 8:00 am or after 10:00 pm.

If another group is present in the church when your activity ends, please turn off lights and electrical items your group has used, lock doors that you have used, close and secure any windows your group might have opened. **AND MAKE CONTACT WITH THE GROUP REMAINING** to let them know your group is leaving.

The last group in the church is responsible for seeing that any windows opened are closed and secured. The group is responsible for turning off all lights; please be sure and check both bathrooms. The group is responsible for checking all doors in the main area of the church. This includes all doors in the Social Hall, both sets of red double doors in the main entry way, the door at the top of the education wing and the two doors downstairs in the ground floor of the education wing. This is **IMPORTANT**, even if you have not used these doors, since a member of your group may have exited for a fresh air break or a smoke break.

The last person(s) using the Church should exit through the kitchen door, and it will lock behind them.

Please acknowledge your understand and acceptance of these rules by signing below and returning one copy to the church. Please keep the second copy for your records.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

For Group: \_\_\_\_\_