

# **Trinity Baptist Church**

## **Facility Use Policy**

### **Purpose**

The purpose of Trinity Baptist Church (TBC) is to Love God, Love People and Serve Both (Matthew 22:37-40; Matthew 28:18-20). In an effort to fulfill the Great Commandment and the Great Commission as it relates to the facilities of TBC that God has graciously provided through its members, the church desires that its facilities be used for (1) the promotion of God's glory, and (2) to facilitate the work of the ministry.

To fulfill our commitment to Love God, Love People, and Serve Both TBC will make its facilities available for use to church members and educational and service groups both inside and outside of our congregation with restrictions and on a limited basis as outlined in this policy. TBC limits the use of its facilities to those activities which are in keeping with the biblical philosophy and practice of ministry of TBC. TBC regards the use of its facilities by educational and service groups outside the church as part of the church's service to the community.

### **General Guidelines for Use of Facilities**

The facilities of TBC are available for the worship, programs, and certain activities of the congregation. The facilities may also be used upon approval for certain non-profit groups both affiliated and not affiliated with the church, and for certain personal and family functions of members as outlined in this policy.

### **Reservations**

Any request for facility usage must be made by submitting a "Facility Use Request" form and given to a member of the TBC staff. The request will then be reviewed and approved or denied pursuant to the guidelines in this policy. Upon approval the request will be placed on the church's master calendar located in the church office. TBC reserves the right to approve or deny any group or individual use of its facilities for any reason. If you would like to submit a request for use of one or more of the facilities at Trinity Baptist Church, please adhere to the following:

1. Read this "Facility Use Policy" in its entirety before submitting a request.
2. Submit a "Facility Use Request" form at least two (2) weeks in advance of the activity to the church office.
3. If approved, fill out "Facility Use/Indemnity and Hold Harmless Agreement" at the request of the administering staff member.
4. If request is approved, user will be instructed on necessary items of interest.

### **Reservation Priorities**

Reservations are determined based upon the timeliness of the request, criteria to determine building use, and the purpose of the reservation as follows:

- a) Timeliness – Reservations should be made at least 2 weeks in advance. In general, requests for facility usage can be made up to 45 days in advance of the requested usage date; weddings up to 6 months in advance (see Wedding Policy for specific wedding information).
- b) Criteria to determine building use:
  - Activity fits within stated purpose of TBC
  - Space availability
  - How use impacts other programs
  - Evaluation of safety/legal issues
  - Group demonstrates and understands respect for the facilities and property
- c) Purpose – Priority to an event shall be given in the following order:
  - 1<sup>st</sup> Church related events and activities
  - 2<sup>nd</sup> Church members doing ministry activities
  - 3<sup>rd</sup> Non-church members doing ministry activities consistent with the beliefs, purpose and philosophy of TBC
  - 4<sup>th</sup> Church members doing personal activities\*
  - 5<sup>th</sup> Non-church members or organizations doing personal activities\*

\*Personal activities of what will and will not be allowed are defined in the Eligibility Guidelines below.

## **Eligibility Guidelines**

For who or what the facilities of TBC **CAN** be used for:

- TBC church groups or church members using the facilities as part of the ministry of the church.
- Weddings and wedding receptions (please see Wedding Policy)
- Funerals and funeral receptions
- Groups that come as invited guests of TBC.
- Service, educational and charitable organizations will be considered pursuant to the beliefs, purpose and philosophy of TBC.
- Personal activities of church members as defined here:
  - Personal activities of church members may include parties and events such as Baby Showers, Birthday, Graduation, Anniversary and Retirement parties. These parties and events are limited to the milestones in life such as:
    - Birthdays – milestones such as 50, 60, etc. years
    - Graduations – milestones include high school and college graduation
    - Anniversaries – milestones such as 25 and 50 years

In NO case are any of the above mentioned groups “automatically reserved” space and/or use of the church facilities.

For who or what the facilities of TBC **CANNOT** be used for:

- Facilities are not available to outside groups or individuals for fund raising or for-profit making activities, including small businesses. Church ministries may however, from time to time, partner with individuals from such organizations for mission support purposes.
- Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs.
- Family reunions, birthday, graduation, and anniversary parties other than those listed above are not eligible to use church facilities.

## **Facilities Available for Use**

Apart from normal church related events and activities, the following facilities/rooms may be available for use per the discretion of a church staff member:

- Fellowship Hall and Kitchen area
- Education Center
- Student & Community Center (main gym area and kitchen only)
- Corner Coffee House
- Worship Center (weddings and funerals only)

If other arrangements are necessary, please consult with a member of the church staff to review the possibility for those arrangements.

## **Restrictions**

- No alcoholic beverages may be consumed on church property, including parking areas.
- Smoking is not permitted in the building or within 50 feet of any entrance.
- Doors must not be “propped” open unless loading and unloading.
- Candles, incense, or other open-flame devices are not permitted in the buildings.
- No taping of any type, adhesives, staples, or tacks are to be used on any wall surface. The ONLY approved method to attach an item to *certain* wall surfaces is 3M Command Strips®. These must be supplied by the individual/group requesting use of the facilities. Nothing is to be mounted on doors, windows, glass, posts or mirrors regardless of how it is attached. Any item found improperly displayed will be removed and any damage to the above will be charged to the appropriate party.
- Groups are restricted to only those areas of the facility that the group has reserved.
- For questions specific to weddings please see the Wedding Policy available in the church office.

## **Specific Guidelines for Use of Facilities**

- Groups will be responsible for any damage to church facilities or property caused by misuse, negligence, or carelessness.
- Please turn off all lights, heating or air conditioning units, other appliances (fans, coffee maker, etc.), and lock all doors when you are finished.

- Tables, chairs, and/or other furnishings used are to be returned to their original places. A nominal fee may be incurred if furnishings are not returned to their original places (see fee schedule).
- Any debris on floor or tables must be cleared away and rooms used left in good condition.
- Facilities and restrooms used are to be left clean.
- Should there be a spill, please clean floor immediately. Hard floors should be wiped up of any liquids or food. Carpeted floors should be blotted with water soaked paper towels and dried with paper towels. Please notify the church office of the spill so it can be given immediate attention by the custodians. If it is after hours, please call the church office explaining the situation (673-4796).
- Any audio/visual or sound equipment that is requested for use will be on a very limited basis, and only for very special circumstances. Other restrictions and guidelines will be given at the proper time if request is granted.
- All goods used for eating (plates, cups, utensils, napkins, paper towels, condiments, etc.) and decorating are to be supplied by the group.
- Groups using any facility are responsible for keeping the grounds outside that facility clean and free of trash, bottles, containers, papers, etc.
- When finished, ALL trash must be taken to the dumpster on the west side of the Educational Building facing the YMCA.
- If children are present, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property or church facilities.
- Reservation of a church facility does NOT imply permission to use the nursery and toddler rooms in the church.

## **Insurance**

Liability insurance may be requested of the group or person using the facilities depending on circumstances. Any user must sign a “Facility Use/Indemnity and Hold Harmless Agreement.”

## **Fees**

Trinity Baptist Church desires to make its facilities free of charge as much as is possible. However, certain fees may be incurred in the following instances:

- Fees for custodial service when cleaning must be performed outside of the regular custodial service schedule. Typically \$100 (subject to change).
- Fees for a designated host/hostess in certain circumstances. Typically \$100 (subject to change).
- Lost key fee of \$50.
- Fees in the event of setup and/or reorganization of furnishings. Fees to be determined.
- Fees due to damage of facilities and furnishings. Fees to be determined.

Finally, a deposit may be requested depending on the needs of the group and facilities requested. If any deposits or fees are assessed, they must be paid in advance to Trinity Baptist Church.

# Facility Use Request

Trinity Baptist Church  
871 Woodlawn Dr., Abilene, Texas 79603  
Phone (325) 673-4796

**Organization and/or Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Date requesting facility use:** \_\_\_\_\_ **Time requested:** \_\_\_\_\_

**Facility Requested** (check all that apply)  Fellowship Hall/Kitchen  Education Center

Student & Community Center  Corner Coffee House

**Activity Planned / Purpose of Event:** \_\_\_\_\_

**Expected Attendance:** \_\_\_\_\_

**Request Type:**  Recognized Groups within the Church  
 Individual Parties and Special Events for Church Members  
 Outside, Non-Profit Individuals and Groups with Ongoing Relationships with the Church

**Tables and Chairs:** Please note you are responsible for the setup and tear-down and/or the reorganization of any furnishings. If you would like for TBC to do this, please be aware you may incur a minimal fee (see Facility Use Policy).

**Number of Tables Needed:** \_\_\_\_\_ **Number of Chairs Needed:** \_\_\_\_\_

**Special Setup Instructions** (may incur a minimal fee): \_\_\_\_\_

**Any other requests?** \_\_\_\_\_

**If requested, does your group have liability insurance?**  Yes  No

**In making this application, I certify that I have read and agree to be in compliance with the Facility Use Policy of Trinity Baptist Church.**  Yes  No

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

FOR OFFICE USE: Date Received \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_  Approved  Denied

Fees (if applicable): Building/Facility \$\_\_\_\_\_ Custodial \$\_\_\_\_\_ Other \$\_\_\_\_\_

Security Deposit (if applicable): \$\_\_\_\_\_

# Facility Use/Indemnity and Hold Harmless Agreement

Trinity Baptist Church  
871 Woodlawn Dr., Abilene, Texas 79603  
Phone (325) 673-4796

This agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Trinity Baptist Church (TBC) and \_\_\_\_\_ (Group/Individual).

Trinity Baptist Church (TBC) provides for the use of certain facilities as approved in the "Facility Use Request" form. As a non-profit entity, the church seeks to recover only costs related to use and maintenance as agreed up below. Accordingly, by signing below, I affirm and agree to the following:

1. Group is granted permission to use the facilities of TBC on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the purpose of \_\_\_\_\_ (the Event).
2. Group agrees to comply with all rules and regulations regarding the use of the facilities of TBC as set forth in the "Facility Use Policy."
3. In the event of damage to church property during Group's/Individual's use of the facilities, Group/Individual shall pay for such damage in such amount as is determined by TBC in its sole discretion. Any deposit made by Group/Individual shall be applied to any such damage, and Group/Individual shall be responsible for any balance.
4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$ \_\_\_\_\_, and/or provide payment in the amount of \$ \_\_\_\_\_ for use and/or services of the facilities.
5. No notice or publication of the Event conducted at TBC will be made without the approval of a church staff member.
6. Group/Individual assumes full liability for any and all claims and damages arising out of or in connection with Group's/Individual's use of the facilities or the use of the facilities by any persons allowed (invited or not) on the church property by Group/Individual. User shall to the fullest extent permitted by law defend, indemnify, and hold harmless TBC and its members, guests, and employees from and against any and all alleged or actual claims, losses, suits and damages (including attorney's fees and legal expenses) arising out of or in any way connected with such alleged or actual claims, losses, suits or damages. This provision shall survive TBC's withdrawal of permission to use the church facilities and Group's/Individual's discontinuance of use of the church facilities.

The undersigned Group/Individual has read and understands all of the above guidelines and requirements and agrees to abide by them.

Authorized Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_