

BUILDING USE APPLICATION
TRINITY PRESBYTERIAN CHURCH
2061 Glens Bay Road, Surfside Beach, SC 29575
843-650-0313 Ph / 843-650-8529 Fx

1. Name of Organization or Group: _____
Address _____
2. Name(s) of Responsible Party(ies) _____
Address: _____
First Contact Phone _____ Secondary Contact Phone _____
3. Our organization/group is primarily:
 Religious Educational Political Social Other _____
4. Does your organization allow full participation and access to persons of all racial and ethnic groups, religious affiliations, ages, sexes and various disabilities?
 Yes No - If not, please clarify: _____
5. Trinity Presbyterian Church facilities are desired for:
 One meeting (date) _____ Weekly meetings (day) _____ Monthly meetings (day) _____
 Periodic meetings (specify) _____
6. Give date and time needed (if set up, event and clean up will be different days, include that information)
- | <u>SET UP</u> | <u>EVENT</u> | <u>CLEAN UP</u> |
|-------------------|-------------------|-------------------|
| Date _____ | Date _____ | Date _____ |
| Time ____ to ____ | Time ____ to ____ | Time ____ to ____ |
7. Room(s) requested _____
8. Approximate total number of people to attend event (*include* children) _____
9. If children will be attending give approximate number: _____ and ages _____
10. Will you need the kitchen facilities? No Yes - to what extent? _____

11. Does your group have liability insurance? No Yes – if yes, we may request that you provide the church with a certificate of insurance

The requested date(s) will be confirmed when representatives from both the organization and the church have signed the Use Agreement section on page 3 of this form and the necessary fee(s) has been paid.

Signature of the User Group Representative

Print Name

Official Capacity

Date Signed

Alternate Representative

Print Name

Official Capacity:

Date Signed:

**TRINITY PRESBYTERIAN CHURCH
BUILDING USE POLICY
RULES AND REGULATIONS:**

GENERAL

The buildings and facilities of Trinity Presbyterian Church are available to community groups which reflect, or are not in conflict with, the mission and goals of the church. Use of the facilities by outside organizations is always subordinate to the program needs of the church. Requests for building use are to be submitted to the church office.

MISSION STATEMENT

Trinity Presbyterian Church welcomes into its membership all who share our commitment to the Lordship of Jesus Christ and who, with us, seek to nurture and express our witness through meaningful worship, spiritual growth, and a loving and caring fellowship in our church and community.

As a community loved and redeemed by Jesus Christ, Trinity Presbyterian Church is called to bear witness to God's saving love. Both individually and corporately our mission is to show the love and justice of Jesus Christ and proclaim by word and deed that the risen Christ is Lord.

We worship only God; we struggle to understand and obey God's word; we strive to love one another and build up the fellowship by affirming one another's ministries, sharing our hopes, joys and sorrows, and welcoming the newcomer; following Christ's commands, we seek to minister to our brothers and sisters in this community and around the world.

CUSTODIAL SERVICES

The church facilities are offered on a case by case basis. The facilities are cleaned routinely; any additional cleaning required is the responsibility of the organization. If custodial services beyond what is ordinarily provided are needed, additional service can be arranged at \$25.00/hour. All rooms must be left as they were found, returning chairs, tables, and equipment to their original positions. *All trash must be collected and removed from the church facilities and grounds and placed in the trash containers at the rear of the church for collection.*

If we determine that extra custodial service is required to clean the facilities and grounds after you have used them, your group will be notified and offered the opportunity to complete the cleaning. If the cleaning is not done then you will be charged \$25.00/hour to put the facility back in good order. If your group is scheduled for regular meetings and extra custodial services continue to be required, you may have to pay a higher rate or you may no longer be allowed to use the facilities.

KEYS

If the church approves a request to use the facilities for regularly occurring events (e.g. barbershop rehearsals) the office may issue key(s) as necessary. The group is responsible for securing the building and extinguishing all lights. All other one time use event participants will be allowed in the building by a designated member of Session or the Building & Grounds Committee. The group will be instructed to call an appropriate person to lockup at the end of the event.

FAILURE TO SECURE THE BUILDING WILL RESULT IN A WARNING; ANY ADDITIONAL INSTANCE WILL THEN RESULT IN TERMINATION OF YOUR RIGHT TO USE THE BUILDING.

THE USE OF THE KEY(S) BY PERSONS OTHER THAN MEMBERS OF YOUR GROUP WILL RESULT IN FORFEITURE OF YOUR RIGHT TO BUILDING USE.

BUILDING SUPPLIES

The church will endeavor to have sufficient restroom supplies on hand for all events. Use of any kitchen supplies must be discussed and approved prior to their use. All other supplies needed for any events or meetings will be the sole responsibility of the party using the facility. If any supplies are used without prior approval, you may be charged for the cost to replace these supplies.

FEES FOR FACILITIES (FOR THREE HOUR USE)

While Trinity Presbyterian Church is not a profit-making institution, fees are based on full recovery of costs for maintenance, custodial fees, administrative services and utility costs. (This fee schedule does not pertain to sanctuary use for weddings or funerals).

	<u>Member</u>	<u>Non-Member</u>
Family Life Center (gym)	\$100.00	\$200.00
Fellowship Room	\$ 50.00	\$ 75.00
Kitchen	\$ 50.00	\$ 75.00
Classrooms, library and conference room	\$ 20.00	\$ 30.00
Sanctuary (non-worship use)	\$125.00	\$150.00
Organ and/or Piano	\$ 50.00	\$ 60.00
Key Deposit (if key is provided)	\$ 25.00	\$ 50.00

These fees may be adjusted or waived at the discretion of the Administration Chairperson. Fees for repeated use of the building (such as daily, weekly or monthly meetings) are negotiable with each user group.

USE AGREEMENT

We agree that we have read and understand the Rules, Regulations and Fee Structure above and further agree that we will:

- Use the key (if provided) only for the group; and will not lend the key to any other person or group
- Not adjust any thermostats
- Use only those rooms, equipment, and supplies specifically authorized
- Lock the building while outdoors
- Supervise children and/or youth all at times
- Leave the facilities as found, return all chairs, tables and furnishings to their original or requested position
- Be responsible for any damage or misuse of the building
- Check that anyone entering the building is authorized to use it
- Be responsible for turning out all lights, checking bathrooms for any water issues and securing the building
- Return the key (if provided) to the *Office*, using the envelope provided, following the event
- Not smoke in the buildings and not drink or allow any alcoholic beverages on the grounds
- Be financially responsible for any damage requiring repair or extra cleaning
- Hold Trinity Church harmless and without fault for any legal or equitable actions arising out of use of the Property and indemnify the Church for any actions arising out of the use of the church facilities.

In receiving authorization from Trinity Presbyterian Church to use its facilities, I/we agree by signing below, on behalf of our organization or group, to assume responsibility for any and all damages to the property, of any nature, arising out of our use of the church facilities and will hold Trinity Presbyterian Church harmless for any and all legal or equitable actions arising out of the use of the facilities.

Organization: _____

Signature of the User Group Representative:

Date Signed

Print Name

Permission has been granted for the use of Trinity Presbyterian Church facilities for the days, times and rooms as requested in the Building Use Application.

Signature of Trinity Church Representative:

Date Signed

- Fee Paid (one time use)
 Agreed Upon (multi-use)
 Donation (one time use)

Position within the Church