

Proposed September 12, 2023

## TRINITY PRESBYTERIAN CHURCH

2200 North Bell Avenue, Denton Texas

Telephone 940-382-8815

### GUIDELINES FOR USE OF CHURCH FACILITIES\*

1. A reservation calendar and building use file shall be maintained by the church secretary. Permission for use of the church facilities shall be issued from the Church Office so that no conflicts of dates or times will occur.
2. A legally responsible person must sign for and be liable for the use of the church facilities requested and for any damage occurring during its use. Users may not remove furnishings or equipment from the church building.
3. Payment must accompany the Request Form and must be submitted at least four (4) days in advance of date requested.
4. Arrangements will be made with the Church Office for the opening and closing of the building.
5. Persons/Organizations using church facilities are responsible for any setup or preparations that need to be made before the facility is used. They are also responsible for returning furnishings and equipment to the same arrangement they were in prior to the meeting or function. All facilities are to be cleaned (floors, tables, and food or drink containers are to be picked up and cleaned or disposable ones thrown out **(Styrofoam products of any type are not to be used)**, and trash is to be placed in the dumpster located on the north end of the parking lot after use, or the user will be subject to a custodial fee. A custodial/damage deposit of \$100.00 is required when the Request Form is signed. Such deposit will be returned after facilities used have been inspected and the conditions of this contract have been met.
6. The legally responsible person will have all signs and posters related to the event (regardless of who placed them) removed from the building and grounds by 10:00 the following morning. For example, all political signs must be removed after an election.
7. A vacuum cleaner, broom, etc., are in the utility closet in the Fellowship Hall. Plastic bags for trash are also located in this closet.
8. The kitchen has specific instructions posted concerning its use and cleanup which apply in addition to these guidelines.
9. Users are expected to aid in the conservation of energy by using air conditioning, heating, lighting and water only when needed.
10. Group of individuals under (18) years of age must be adequately chaperoned. The chaperons' names must be listed on the Request Form and they are expected to be familiar with these guidelines. Small children are not to be left unattended in any area of the church. Special arrangements must be made through the Church Office for use of the Kindergarten and Nursery rooms.
11. Smoking, drugs, profanity, rowdiness or destructive conduct will not be permitted on or in church property. Use of alcoholic beverages must be approved by the session.
12. Church members or others who wish to borrow furnishings or equipment belonging to the church for outside use must sign for the items in the Church Office. Pick up and return of equipment shall be the responsibility of the borrower. The person signing for use of the equipment shall be liable for replacement of lost (or repairs to damaged) furnishing or equipment.
13. The church assumes no legal liability for personal injuries or any losses or damages to personal property during the use of the facilities.
14. In order to give the church flexibility in program events scheduled before 3 p.m. on Sunday need the approval of the session.
15. Exceptions to the above guidelines must be approved by the session.

\* Weddings and funerals are covered by separate guidelines

FACILITIES USE FEE

There are three categories of uses

- |   |                 |
|---|-----------------|
| 1. Church sponsored functions, members of the church community, Non-profit organizations supported by the church, and university student recitals | <b>No Fee</b>   |
| 2. Public Service/ Other Non- profit organizations  | <b>½ Fee</b>    |
| 3. All Others   | <b>Full Fee</b> |

The following fees are for one time use for periods up to four (4) hours. Exceptions to these fees must be approved by the Stewardship Committee or the Session.

All Users (Custodial deposit)		\$ 100.00
	Full Fee	½ Fee
Opening & Closing Fee or Key Deposit	\$25	\$13
One Class Room or Library	\$40	\$20
Fellowship Hall	\$100	\$50
Sanctuary	\$220	\$110
Each Additional Room After the First	\$20	\$10
Kitchen (food preparation)	\$65	\$33
Kitchen (coffee/beverages only)	\$30	\$15

For periodic usage at least once per month that does not conflict with normal Trinity Presbyterian Church activities, rates are reduced by 10%.

Facilities Use Application

Date of Use \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Facilities to be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facilities use fee paid \$ \_\_\_\_\_

Custodian deposit paid \$ \_\_\_\_\_

Date custodian deposit returned \_\_\_\_\_

I, the undersigned, have read the attached guidelines for use of the building and equipment and fully understand all of the rules. I also understand that I will be liable for any infractions of the rules.

\_\_\_\_\_  
(Signature)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_