

# TRINITY BAPTIST CHURCH

## BUILDING USE POLICY

Our church is a gift of God, and represents the sacrificial giving of many people. We ask that you use it joyfully for His glory, but to do your best to leave it in the manner you found it, or better!

### **BUILDING USAGE POLICY**

Trinity Baptist Church allows use of its building and facilities for TBC church ministries, groups, members and regular attenders, as well as service and charitable community organizations. While Trinity allows people to request use of building and/or equipment, TBC's primary purpose is to carry on the ministry of the local church. TBC's on-going core ministries will take precedence (worship service, Christian education, etc.). Building Use Requests are taken in order of receipt.

Church building use is not allowed for political groups, groups operating for commercial gain, or organizations whose activities are in conflict with the mission and doctrine of Trinity Baptist Church.

### **GENERAL FACILITY POLICY**

1. Facility usage must be requested with the Office Administrator by filling out a "Building Use Request Form." You will be contacted by the church office if your request is approved or denied after your request is reviewed and coordinated with core ministries.
2. Arrangements for obtaining and returning keys are made with Office Administrator.
3. No smoking, alcoholic beverages, or dances are allowed in our facility.
4. Children must be supervised at all times during event. They are not to be permitted to roam freely about church property without supervision.
5. Rooms not requested (and approved for use) must remain locked.
6. Trinity does not have support staff for set up, tear-down, nor clean-up following this event.  
**You are responsible for:**
  - a. set-up of area(s)
  - b. return area(s) to original set-up as found prior to event (or as directed)
  - c. clean all area(s) used and vacuum (if needed); wipe down all tables and counters
  - d. remove any leftover food brought for the event
  - e. wash and put away any dishes used; remove all dishes brought in
  - f. remove trash and take out to dumpster
  - g. clean and restock restrooms
  - h. reset thermostats (furnace, AC) and turn off baseboard heaters
  - i. turn off all lights
  - j. secure building and lock all doors before departure

7. Decorations may be used. All such decorations must be removed immediately following the event.
8. Use of kitchen equipment may require a review of operation by TBC Hospitality Team Leader.

**Kitchenware:** The church's kitchenware may be used for your event (i.e. serving dishes, platters, and utensils, etc.). You must wash, dry, and return all used items to proper location.

**Towels & Wash Clothes:** Individual is responsible for properly laundering dishtowels and wash clothes that were used, and returning within one day.

**Paper Products & Supplies:** You need to furnish your own paper products and supplies (paper plates, plastic ware, napkins, cups, coffee, drinks, etc.) for all non-ministry related activities (such as baby showers, bridal showers, birthday parties, open houses, etc.). With prior approval from TBC Hospitality Leader, you may be able to purchase normally stocked supplies from TBC. Ministry events that are atypical and not normally scheduled (small group get-togethers, women's or men's ministry events, missions events, etc.) need to provide or include cost of paper products and supplies in planning an event. With prior approval from TBC Hospitality Leader, you can purchase normally stocked supplies from TBC or inquire if Hospitality Team can support event needs.

**Tablecloths:** Use of tablecloths must be approved by TBC Hospitality Team Leader (TBC members and regular attenders only). You are responsible for stain removal, proper laundering, pressing, and returning to church in timeframe agreed upon with Hospitality Team Leader.

9. The children's wing is typically unavailable for use as we do not have support staff in place. Special approval may be granted for educational purposes or weddings. Please note if usage is granted:
  - Only toys set out can be utilized. Do not use tubs of toys stored on shelves or in cabinets as all toys need to be cleaned and sanitized following usage. All toys must be sorted and put back in correct bins.
  - All supplies and equipment from storage closet and sheds is not to be utilized or removed without prior approval from Promiseland Administrator or Pastor of Children & Students.
  - Make sure all garbage and diapers are removed to dumpster, including restrooms.
  - All areas must be vacuumed and returned to original setup, ready for classroom usage.
  - All tables and counters must be wiped down with Lysol wipes.
  - Adjust Promiseland wing thermostat and baseboard heaters to proper settings.
  - Lock all classroom doors after use.
10. The sanctuary is typically unavailable for use. Special approval may be granted. Please note if usage is granted:
  - No playing or moving of music instruments or equipment without permission of Worship Pastor.
  - No use of audio/visual/computer without prior approval of Worship Pastor. The equipment will only be operated by a member of the tech team, unless prior approval and instruction was received from Worship Pastor.
11. At finish of event, you must complete "Building Usage Checklist" (on clipboard located at right of office window). Each item must be checked/initialled. **The completed checklist/clipboard should be left on Office Administrator's desk.**

# TRINITY BUILDING & EQUIPMENT USE REQUEST FORM

1. Check TBC master calendar for availability of the date you are interested in.  
*Available online: [www.todayschurch.com](http://www.todayschurch.com)*
2. Review responsibilities per Building Use Policy and Checklist for Facility Usage.  
*(Training videos are being developed.)*
3. Complete Building & Equipment Use Request Form and submit to Office Administrator for approval.
4. You will be notified by the church office of approval or denial of your request. When your event is approved, it will be entered on the church calendar, which may be viewed online at our church's website.
5. Immediately following your event, you must complete Responsibility Checklist for Facility Use Form and leave on Office Administrators Desk. For recurring events, this form must be completed after each time building is utilized.

## CONTACT INFORMATION:

Person/Organization Submitting Request \_\_\_\_\_

Contact Person (if different) \_\_\_\_\_ Phone #'s \_\_\_\_\_

Email \_\_\_\_\_ Person(s) Responsible for Clean-Up \_\_\_\_\_

## EVENT DETAILS:

Date(s) Requested \_\_\_\_\_ Day of Week: Sun Mon Tues Wed Thurs Fri Sat

Activity/Event Name \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Arrival/Setup Time \_\_\_\_\_ Departure/Cleaned Up Time \_\_\_\_\_

Usage is for:  Church Ministry  Church Member Personal Use  Non-Profit Community Group/Org

Frequency (circle):  One Time  Weekly  Monthly  Other \_\_\_\_\_

**Note: *On-going reservations expire August of current year. A new request must be completed and approved annually at the start of new ministry season.***

Brief Description/Purpose of Event \_\_\_\_\_

Estimated # of People Involved \_\_\_\_\_

Do you have building access (a key)? Yes, I have a key. No, I need access to the building.

Any notes or details you would like published on church calendar (i.e. what to bring, etc.) \_\_\_\_\_

## PUBLICITY:

If a church-wide ministry function, do you want event information included in church bulletin?

Yes (information must be submitted no later than Monday of the week to be published - advance notice appreciated)

No

Note: You are responsible for creating your ministry fliers, sign-up sheets, inserts, etc. Church event/ministry information may be copied at office if pre-approved and pre-scheduled with office staff.

## FACILITIES & EQUIPMENT:

Please indicate all rooms and equipment that you are requesting:

**FELLOWSHIP HALL**

- 8' Tables #\_\_\_\_\_  6' Tables #\_\_\_\_\_  4' Tables #\_\_\_\_\_  60" Round Tables #\_\_\_\_\_  Chairs #\_\_\_\_\_
- Sound System  TV/DVD  Video/Computer Projector  Internet/Computer  Other \_\_\_\_\_
- Tablecloths (Requires special approval/Hospitality Leader. You are responsible for stain removal, laundering, and timely return.)

**KITCHEN**

- Refrigerator  Oven/Stove Use  Dishwasher  Dishes/Utensils  Coffee Maker  Other \_\_\_\_\_
- Coffee/Tea/Beverage Mix (requires prior approval by Hospitality Team Leader)
- Paper Products (Requires prior approval by Hospitality Team Leader.)

**CONFERENCE ROOM**

- 8' Tables #\_\_\_\_\_  6' Tables #\_\_\_\_\_  4' Tables #\_\_\_\_\_  60" Round Tables #\_\_\_\_\_  Chairs #\_\_\_\_\_
- TV/DVD  Internet/Computer  Other \_\_\_\_\_

**SANCTUARY** (Special approval required by Worship Leader.)

- Sound System  Video/Computer Projector  Internet/Computer  Podium  Piano  Other \_\_\_\_\_

**FOYER AREA**

**CRY ROOMS (NORTH &/OR SOUTH)**

**LIBRARY**

**NURSERY/PROMISELAND CLASSROOMS** (Children's wing is typically unavailable for use. Special approval may be granted for educational purposes or weddings.)

**STUDENT HOUSE** (By special approval.) Areas Requested: \_\_\_\_\_

**EQUIPMENT USAGE ONLY**

- 8' Tables (10) #\_\_\_\_\_  4' Tables (7) #\_\_\_\_\_  60" Round Tables (20) #\_\_\_\_\_  Folding Chairs (100)#\_\_\_\_\_
- 5 gallon coolers (3) #\_\_\_\_\_  Nesco (2) #\_\_\_\_\_  Coffee Pumpers #\_\_\_\_\_  Other \_\_\_\_\_

**Note: 6' tables are NOT available for checkout.**

I have read and understand Trinity's Building Use Policy.

I understand that this is only a request, and I will be contacted by the church office after this request is reviewed and approved or denied.

In the event that I cancel this activity or event, I will notify the Church Office as soon as possible.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### FOR OFFICE USE ONLY:

Date Request Received: \_\_\_\_\_

Request: Approved / Denied    Contact Informed: Date \_\_\_\_\_ Via \_\_\_\_\_

Bldg. Access \_\_\_\_\_  Added to TBC Calendar \_\_\_\_\_  Promo \_\_\_\_\_

Coordinated:  Custodian \_\_\_\_\_  Worship and/or Sound \_\_\_\_\_  Hospitality \_\_\_\_\_

Nursery \_\_\_\_\_  Promiseland/Students \_\_\_\_\_  Other \_\_\_\_\_