

Facility Use Policy



General Notes Regarding Scheduling and Usage

- Facility use requests should be made via electronic forms available on the Trinity website and app. Requests may also be made to the church office by contacting 217-787-2323 ext. 2 or emailing church@trinity-lutheran.com, and a link to the electronic form will be sent to the requestor.
- Events may not be scheduled between 2pm and 6pm on Saturday as they will conflict with setup for Saturday night church.
- Events may not be scheduled during school drop off (7:00am - 8:30am) or pickup (2pm - 3:30pm).
- If children are present, they must be properly supervised at all times.
- No candles or open flames are permitted.
- No tacks, staples, tape, or other fasteners are to be used on any furniture, fixtures, or other surfaces in the facility.
- Neither alcohol nor smoking is permitted.
- The use of cannabis in any form is not permitted.

Scheduling Process for Internal Events (directly related to the ministry of Trinity Lutheran Church & School)

- Worship, Bible Class, and School events can be scheduled right away according to availability.
- Church boards (Internal Ministries, Community Outreach, Parish Activities, etc) and Church Auxiliary Groups (Ladies Aid, Quilters, Grief Share, etc) can be scheduled by board leaders.
- Submissions should be made using the Announcement/Event Submission e-Form, available on the school app and on the Trinity website at: <https://church.trinity-lutheran.com/weekly-newsletter/>
- Groups are responsible for their own setup and cleanup.
- The room must be reset to whatever layout it was in previously.
- Groups can request help with setup. The church office should request help from the volunteer setup team via email with any special setup requests. If volunteer help is not available, the church office should notify the event requester.

Rental Policy and Fees for Private, Non-Trinity Events

- Facility space is **not** available for rental by non-members.
- Members who rent facility space must remain on site for the duration of the rental period.
- Costs to rent the facilities for a private event are:
 - To reserve date, a non-refundable deposit of \$50 is due with the Facility Use Agreement
 - First hour is \$50 and following hours are at \$25 per hour
 - Full usage fee amount is due one week prior to the event
 - In the event of a cancellation, all but the \$50 will be refunded

- An onsite supervisor will be present for all private events to provide access to the building, supervise the use of facilities, ensure proper clean-up is completed, and to handle any operation of the AV equipment. If no representative(s) are available, the facility will not be available.
- The requestor acknowledges that the requestor will be responsible and liable for any injuries, harm, sickness, and or up to and including death of any person(s) arising from the event within the church or school facilities or grounds including third parties (i.e., caterers)
- Neither Trinity nor its employees or representatives will be held responsible or liable for any injuries, harm, sickness, and or up to and including death of any person(s) arising from the event within the church or school facilities or grounds including third parties (i.e., caterers)
- Cancellation of a planned function needs to be made 48 hours in advance.

Scheduling Process for Private, Non-Trinity Events

- Members of Trinity Lutheran Church can initiate requests for rental of Trinity's facility space for private events by completing the Announcement/Event Submission e-Form, available on the school app and on the Trinity website at: <https://church.trinity-lutheran.com/weekly-newsletter/>
- Upon receipt of the request, the Church Secretary will check the calendar to determine if the space is available. If the space is not available at the desired date/time, the Church Secretary will respond to the requestor and let them know the space is not available. If the space is available at the requested date/time, the Church Secretary will email the requestor with a link to the Trinity Facility Use Agreement e-form so that the requestor can provide more details about the event.
- The requestor will complete the Trinity Facility Use Agreement and submit it electronically. Submissions will be automatically sent via email to the Church Secretary and the Facility Manager.
 - The Facility Manager will review the Facility Use Agreement and make the decision to approve or deny the request within 48 hours.
 - The Facility Manager will notify the Church Secretary of his decision.
 - If the event is approved, the Church Secretary will follow-up with the requestor, reminding them that the date is not reserved until the \$50 deposit is received by the church office.
 - If the event is not approved by the Facility Manager, he will contact the requestor to explain.
 - For approved events, the Facility Manager will schedule an onsite supervisor for the event. (Events will not be approved if an onsite supervisor is not available.)

Temporary Rules in Light of Covid-19

- Trinity will follow Covid-19 requirements defined by the State of Illinois, City of Springfield and local Health Departments.
- Anyone in the school building during the school day will follow the masking requirements defined by the Trinity Board of Christian Day School.