

TRINITY EPISCOPAL CHURCH WETHERSFIELD
POLICY FOR BUILDING USE

While it is the policy of the parish to have its facilities used freely, the church is NOT in business as a rental agency, in competition with the many businesses that exist for this purpose. For this reason, it is contrary to parish policy to “rent” the facilities for private use. No rental fee is charged, as such, for the use of the facilities by non-parish organizations. Such organizations are encouraged, however to make a donation to cover the cost of heat, lights, equipment etc. Checks should be made payable to TRINITY CHURCH. Suggested donations are:

<u>FULL DAY</u>		<u>HALF DAY</u>	
Parish Hall (with kitchen)	\$50.00	Parish Hall (with kitchen)	\$25.00
Parish Hall (without kitchen)	\$30.00	Parish Hall (without kitchen)	\$15.00
Seabury Room	\$25.00	Seabury Room	\$15.00
Classrooms	\$15.00	Classrooms	\$10.00
Music Room	\$25.00	Music Room	\$15.00

There will be a separate fee for Sexton services. In this instance, the sexton will be acting as an independent contractor and not as an employee of Trinity Church, therefore, checks should be made payable to him.

All requests for the use of Trinity Episcopal Church facilities will be made to the Rector. The inquiring party will complete the appropriate request form supplies by Trinity Church. The Rector will approve the requests in accordance with the guidelines of this policy.

Church facilities will be made available to recognized Trinity Church groups, committees, boards, services, classes, programs and functions as a first priority. Second priority will be given to groups supported by Trinity Episcopal Church, as authorized by the Rector and Parish vestry, and third priority to informal groups of Trinity Church members.

After the requests of the above groups have been satisfied, other non-profit groups (not affiliated with Trinity Church) may be considered for use of the facilities. Only those religious and secular groups whose doctrine is not in conflict with that of Trinity Church may be approved for use. For-profit groups may be accommodated as space permits under the same restrictions.

As an exception, the Director of Music may conduct music lessons using Church property and equipment free of charge as part of his/her employment agreement. Any other exceptions to this overall policy must be approved by the Rector and Parish Vestry.

I have read the above POLICY FOR BUILDING USE STATEMENT and accept and agree to its terms on behalf of _____ and its members.
(name of organization)

Signed _____ Date _____