

Trinity Parish Episcopal Church, Wethersfield
POLICY FOR BUILDING USE
By Non-Parish Organization

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 PARISH. Suggested donations are:

FULL DAY (Approx. 8 hours)

Parish Hall (with kitchen)	\$150.00
Parish Hall (without kitchen)	\$100.00
Seabury Room	\$ 75.00
Choir Room	\$ 25.00
Kitchen	\$ 50.00

HALF DAY (Approx. 4 hours or less)

Parish Hall (with kitchen)	\$75.00
Parish Hall (without kitchen)	\$50.00
Seabury Room	\$50.00
Choir room	\$15.00
Kitchen	\$30.00

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

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

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

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 _____