

## Application For Use Of Church Facilities & Permit

Function/Event: \_\_\_\_\_ Number Attending: \_\_\_\_\_

Date (s) of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Describe Activity: \_\_\_\_\_

\_\_\_\_\_ Will Admission be Charged?  Yes  No

Name of Group/Organization: \_\_\_\_\_

Type of Group:  Church Member  Non-Profit Organization (Licensed/Chartered)  
 Community Group  For Profit Organization

Contact Person In Charge: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

### Facility Area Requested:

Fellowship Hall  Kitchen  Chapel  Parlor  Sanctuary  
 Youth Room  Classroom # \_\_\_\_\_

Is a key needed?  Yes  No If yes, for what room/area? \_\_\_\_\_

--- If yes, is Church Key Registration/Distribution Form signed and attached?  Yes  No

### Special arrangements/Requests:

Types of Tables:  Round (we have 8 = 64 guests)  Long  Either  Both

Head Table?  Yes  No # at Head Table \_\_\_\_\_ Will you decorate tables?  Yes  No

Lectern:  Yes  No PA System:  Yes  No TV/VCR/DVD:  Yes  No

Overhead projector/Screen required?  Yes  No

Assisted access required?  Yes  No Wheelchair accessible elevator needed?  Yes  No

KITCHEN: Is a Dinner/Reception planned?  Yes  No

### Required Security Deposit, Forms and Fees:

By Church Members, Non-profit and Profit Organizations:

Security Deposit Attached:  Yes  No Amount: \$ \_\_\_\_\_  Cash  Check (# \_\_\_\_\_)

Rules and Regulations Acknowledgement Form Signed & attached?  Yes  No

By Non-profit and Profit Organizations:

Liability Hold Harmless Form Signed & attached?  Yes  No

Proof of Liability insurance attached:  Yes  No

Usage Fee/Donation required?  Yes  No If Yes, how much? \_\_\_\_\_ Attached? Y/N

To be paid one week prior to date of use. All checks shall be made payable to: Trinity UCC

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature of Person in Charge or Group Leader

.....  
**PERMIT:** The above forms, fees, etc. have been verified and received by Trinity UCC personnel.

Is approval required by Consistory?  Yes  No

Approved:  Yes  No **A copy will be mailed to you to serve as your Building Use Permit.**

Date approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Trinity UCC Church Personnel Signature

# Trinity United Church of Christ - Use of Church Facilities Policy

The Trinity United Church of Christ (TUCC) believes that the church facilities should be available for community purpose, provided that such uses does not infringe on the original and necessary purpose of the property or interfere with the youth/educational programs of the church.

At the time the church voted to renovate rather than relocate, a decision was made to encourage the church to move into a ministry geared to the community in which we gather. To that end, the facility was renovated and made available and accessible as a resource to the community as a part of our local mission.

The users of church facilities and equipment must provide proper supervision and accept liability for any damage or loss to such facilities and equipment that occurs while it is in their use.

All group leaders requesting to use the church facilities must read/review the following Rules and Regulations and then sign signifying acknowledgment and compliance with such:

1. Church sponsored programs will be given first priority for us of facilities. Requests will be scheduled on a first-come, first-serve basis for church and community groups.
2. The group/organization leader must complete the following: a.) Application for Building Use Form b.) Liability Hold Harmless Waiver/Proof of Liability Insurance Form c.) Sign and attach the Rules and Regulations Acknowledgement Form and attach the Security Deposit (if required); then submit the mentioned items to the Trinity Church Office a minimum of ten days before intended date of use.
3. In the event of questionable use, the final decision rests with Consistory. Trinity has the right to refuse us of facilities to any organizations.
4. Church groups, church members and other non-profit groups will not be charged to use the church facility unless they are conducting an activity that will require extra expense to the church. In such cases, a fee will be assessed to cover the expenses to the church. However, groups are invited to make a donation to help with maintenance and replacement expenses.
5. A Security Deposit may be required from all groups (church members or community), with the exception of church sponsored or related activities, at the time of the application to be sure that the group using the facilities leaves the area used cleaned up (floors, tables, trash cleaned up, furniture in its place, etc.), and returned to original arrangement without loss/damage to the property. Checks should be made payable to: Trinity UCC. If the facility is clean and restored to its original arrangement without loss/damage to the property, the security deposit will be returned to the group. The group leader may request the return of the security deposit one week after the event. If the deposit is not picked up, it will be considered a donation. **For Church Members or Non-profit groups, a \$25 deposit per room is required. For Non-Members or For-profit Organizations, a \$50 deposit per room is required.**
6. Building Keys - If it is necessary for a group to have a key for a certain area of the building, the group leader or individual in charge will need to pick up the key during normal Church Office business hours (8:30a - 5:00p, M-F). The Key Distribution section of the Waiver Form must also be completed.
7. When Non-Members or For-Profit Organizations (i.e. enterprises, business and industries located in the community) desires to use the church facilities, Trinity shall charge a usage fee for the use of the facilities based upon the following Usage Fee Schedule:

|                              |          |                                 |         |
|------------------------------|----------|---------------------------------|---------|
| Fellowship Hall with Kitchen | \$150.00 | Fellowship Hall without Kitchen | \$75.00 |
| Sanctuary                    | \$100.00 | Parlor                          | \$75.00 |
| Classroom on First Floor     | \$ 50.00 | Chapel                          | \$50.00 |
| Classroom on Third Floor     | \$ 30.00 |                                 |         |

# Trinity United Church of Christ - Rules & Regulations for Using Church Facilities

## **1. Legal Aspects**

- a. All Non-Profit, Individuals, Group or For-Profit Organization are required to sign a statement of Hold Harmless Waiver Form and, if applicable, provide Proof of Liability Insurance. The organization using the church facility shall assume the responsibility for the conduct of all persons while they are using the facility.
- b. Payment of Usage Fee (if required) must be made ten days prior to usage with cash or a check made payable to "Trinity United Church of Christ".
- c. Cancellation of the activity by the individual or group requesting the use of the facility is expected to be within a reasonable time frame. A refund of facility usage fee due to cancellation may be available under extenuating circumstances as determined by office staff.

## **2. Kitchen**

- a. The kitchen, its equipment and dishes may not be used without prior approval.

## **3. Regulations and Restrictions**

- a. Smoking (electronic cigarettes included), alcoholic beverages and illegal drugs are not permitted in the church building or on church premises.
- b. Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance onto these premises.
- c. Group activities are to be confined to the facility area that was requested.
- d. Special room arrangements (i.e. table set-up) and to use the lectern, PA, overhead projector, screen, TV/VCR/DVD are to be made with the Church Office at least ten days prior to the event.
- e. No items such as tacks, tape, nails, markets, etc., may be used on walls, ceilings, lighting, etc. Posters for hanging on the walls in Fellowship Hall must have prior approval from the church staff. Red punch and Kool Aid containing dye, which stains carpet, counters, etc. are not permitted.
- f. Because of uncertainties (particularly funerals), reservations cannot be guaranteed, although every effort will be made to do so. In such rare instances, deposits will be returned.
- g. The group/organization will be held responsible for any loss/damages occurring during the group's use of the facilities. The church, or its representative, is the sole judge as to the extent of any damage. Reimbursement for said damage will be determined by Trinity United Church of Christ.
- h. Failure to abide by the aforementioned Use of Church Facilities Policy Rules and Regulations may also result in the loss of privileges to use the facility for future events.

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

# Trinity United Church of Christ - Liability Hold Harmless Waiver Form

The undersigned, as a designated representative of the named organization using the premises of Trinity United Church of Christ, Wooster, Ohio, assumes the risks of any injuries/accidents sustained in activities by members of the named organization or invitees of said organization upon said premises. The undersigned agrees to indemnify, hold harmless, and forever discharge Trinity United Church of Christ and any and all elected or appointed officers, representative, agents, employees, or contractors thereof from and against any actions, suits, claims, all liability, damages, demands and judgements from any personal injury or property damage while engaged in activities upon the premises and hereby agrees to defend any action brought about by a third party plaintiff as a result of such activities; assume financial responsibility, including reasonable attorney's fees, arising out of, resulting from, caused by, occurring during or any way related to any action or failure to act, negligence, breach of contract, or other misconduct in the occupation or other use of the building at TUCC.

I acknowledge having read and understood the above waiver and agree to comply with the Rules and Regulations while using the church facilities.

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|                               |              |      |
|-------------------------------|--------------|------|
| Group Leader/Person in Charge | Organization | Date |
|-------------------------------|--------------|------|

### **Proof of Liability Insurance**

Proof of Liability Insurance coverage is needed for all Non-Profit and For-Profit Organization and individual rental of the church building. This need for Liability Insurance has come about due to the change in the sovereign immunity laws affecting the church.

Types of Verification:

1. Group/Organization Rental - The group/organization will need to show proof of insurance. This can be a copy of the insurance policy coverage limits page or a statement from the insurance agent indicating coverage limits.
2. Individual Rental - ONLY individuals who rent the facility three (3) or more times a year will need to show proof of insurance. A copy of the policy coverage limits page is sufficient.

### **Key Distribution**

If it is necessary for a group to have a key for a certain area of the building, the group leader in charge will need to see the Office Staff to pick up the key. The church key is the property of the Trinity UCC and it is understood that if the key is lost, it will be necessary to replace the key and/or possibly re-key the lock on the door. If so, the group registered will be responsible for the cost involved to replace the key and/or to re-key the door.

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|                               |                             |
|-------------------------------|-----------------------------|
| Group Leader/Person in Charge | Date Key is to be Picked Up |
|-------------------------------|-----------------------------|

Check here if no key is necessary

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Approved by:

Date