

**Trinity United Church of Christ  
Building Use Policies**

**Church Groups:**

1. Groups within the church must schedule events in consultation with the Consistory. All events must be placed on the church calendar and announced to the congregation (bulletins, fliers, announcements, and Tidings) a minimum of two (2) weeks prior to the event.
2. Groups within the church are expected to clean up the areas used and secure the building following the event.
3. Groups within the church may hold community-wide events as well as events that are related solely to the members of the congregation.
4. Members take responsibility for their actions. However, accidents can and do happen and any damage to the building or injury to a person immediately before, during, or immediately following an event will be discussed and, when appropriate, covered by the church's insurance.
5. Trinity United Church of Christ is a firearm-free, tobacco-free and alcohol-free building.

**Community Groups:**

1. Trinity United Church of Christ is available for use by members and community groups of the greater Thornville community. Civic groups (for example, Girl/Boy Scouts, Lions Club, and other civic organizations) may use the church without charge.
2. Community Groups may not discriminate against any person regardless of race, gender, age, sexual orientation, religious commitment, or physical and/or mental ability. The only exception to this would be related to gender in single gender groups such as the Boy Scouts or Girl Scouts.
3. Events must be scheduled with the Pastor and coordinated with the Consistory and placed on the Church Calendar. If the Pastor feels an event is not in keeping with the core values of Trinity United Church of Christ, she or he has the right to reject a request for building use. Please keep in mind that the Consistory of Trinity United Church of Christ (the governing board) meets on the third Monday of each month. Requests for use need to be presented in advance of this meeting.
4. Community/ Civic Groups are expected to clean up the areas of the church that are used during their event. They are expected to remove all trash and decorations (as applicable) following the event. Food and Beverages are only permitted in the Social Hall and Kitchen.
5. Community/ Civic Groups must have at least one member of Trinity United Church of Christ present in order to open and secure the building.
6. For Non-Civic Groups: A \$50 fee to help defray the cost of cleaning and building use must be paid in advance in order to secure your reservation. (Civic organizations, such as those listed above, are exempted)
7. All Community/ Civic Groups take responsibility for their guests and any damage to the building or injury to a person immediately before, during, or immediately following an event will be the responsibility of the Group. When appropriate, the damage or injury may be covered by insurance.
8. Trinity United Church of Christ is a firearm-free, tobacco-free and alcohol-free building.

**Private Use by Members and Regular Attendees:**

1. Trinity United Church of Christ is available for use by its members.
2. Events must be scheduled with the Pastor and placed on the church calendar.
3. Members are responsible for cleaning the areas used and securing the building after the event. All decorations and all trash must be removed following the event. Food and Beverages are only permitted in the Social Hall and Kitchen.
4. Members take responsibility for their guests and any damage to the building or injury to a person immediately before, during, or immediately following an event will be the responsibility of the member.
5. Members take responsibility for their guests and any damage to the building or injury to a person immediately before, during, or immediately following an event will be the responsibility of the member. When appropriate, the damage or injury may be covered by insurance.
6. Trinity United Church of Christ is a firearm-free, tobacco-free and alcohol-free building.

**Private Use by Individuals/ Non-Members:**

1. Trinity United Church of Christ is pleased to be able to offer our building for social functions for people in the community (birthday/ anniversary parties, baby showers, weddings and receptions, etc.).
2. Events must be scheduled with the Pastor and placed on the church calendar. If the Pastor feels an event is not in keeping with the core values of Trinity United Church of Christ, she or he has the right to reject a request for building use.
3. Individuals using the church are responsible for cleaning the areas used following the event. All decorations and all trash must be removed following the event. Food and Beverages are only permitted in the Social Hall and Kitchen.
4. A member of Trinity United Church of Christ must be present in order to open the building and secure the building following the event.
5. Individuals using the church take responsibility for their guests and any damage to the building or injury to a person immediately before, during, or immediately following an event will be the responsibility of the individual. When appropriate, the damage or injury may be covered by insurance.
6. There is a \$50 fee to help defray the cost of cleaning and building use and is expected at the time of reservation.
7. Trinity United Church of Christ is a firearm-free, tobacco-free and alcohol-free building.

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Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

