

# **TRINITY BAPTIST CHURCH FACILITIES USAGE POLICY**

*FACILITIES POLICIES AND GUIDELINES OF TRINITY BAPTIST CHURCH*

Updated and Revised on June 1, 2021

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## **GENERAL POLICY**

Church members who desire the use of TBC grounds and facilities for non-ministry purposes such as birthday parties, family reunions, graduation parties, etc... must adhere to the following usage guidelines and facilities regulations.

## **REPRESENTATIVE**

Each group interested in the use of the TBC facilities will be required to have one person who will be responsible not only for communication purposes, but also for damages that may incur. This person will coordinate all the scheduling, set-up, supervision, and cleanup of the facilities and will be solely responsible for that event.

## **REQUESTING USE OF THE FACILITY**

A representative of each group will be required to fill out a Facilities Usage Request Form no less than one month prior to the activity date. The Facilities Usage Request Form is located digitally at [www.trinityukon.com](http://www.trinityukon.com). Hard copies will be available upon request. At the completion of the Facilities Usage Request Form, it should be turned into the church office. The TBC administrative staff will respond to the request no more than one week after the request has been made. No group will be allowed to use any TBC facilities until the administrative staff has approved their request. All official church related activities will take priority over all other requests. Also note that some parts of the facilities *must* be used for certain types of events (i.e., indoor sports, lectures and teaching, ceremonies, dinner parties, etc.) The spaces available for use are the Activities Room, Worship Auditorium, Student Auditorium, Student Commons, Classroom 1, Classroom 2, and the Growth Track Room. Services we provide upon request are sound, video, and lights.

## **CHILDCARE**

Each group will be required to provide adequate childcare for the participants of the event. Children will not be allowed to run unsupervised in the facilities nor will TBC be responsible for childcare.

## **COSTS**

Fees for any type of use of the TBC facilities will be \$300 for Non-Members. This fee includes the cleaning and facilities maintenance costs. The fee for Members of Trinity Baptist Church is \$150. If the request for facilities is approved, the representative will then provide payment to the appointed TBC staff administrator. Each group will be responsible to pay agreed upon fees and any extra costs incurred by TBC due to damages and/or extra maintenance incurred during the group's use of the facility.

## **SPECIAL PROCEDURES**

Each group will be required to adhere to the following terms. Groups may request the use of TBC facilities for a maximum of 3 hours. For additional hours, there will be a fee of \$50 per additional hour requested. A member of the TBC staff must first approve any additional hour requests. There will be no usage of the facilities past 5pm on Saturday evenings. Any usage of the facilities on Sunday's may only take place between 2 and 5pm. Weekday events must conclude no later than 7pm.

## **FACILITIES AGREEMENT**

Whenever an activity or function is requested and approved for use at Trinity Baptist Church's facilities, the organizers thereof must agree to abide by the preceding policies and the following rules. If the function/activity cannot agree to the following, the use of Trinity's facilities will be declined.

- 1) All sound/lighting uses requested, must be approved by the Trinity Staff and overseen by same. Trinity will set the limits of which equipment the activity may utilize. Any broken/misplaced or otherwise made-unusable equipment or materials shall be the responsibility of the activity/function. They will be invoiced for the replacement and will be required to pay for the same.
  
- 2) The facilities representative for consistency with existing policies must approve all tables, chairs or other decorations required. As in number 1 above, any broken/misplaced/unusable equipment or materials shall be the responsibility of the activity/function's organizers who shall be invoiced for the loss and be responsible to pay the full invoice amount.

- 3) Trinity Baptist Church's leadership shall be given the opportunity to plan for and deliver an opening welcome and brief narration of Trinity itself. The organizers for the activity/function shall work hand in hand with the leadership of Trinity to initiate it.
  
- 4) A representative from the function or activity requesting use of the facility must be in contact with a TBC representative at least one week prior to the activity/function to finalize the use of the facilities, sound/platform equipment, kitchen or any other item requested to be used. No additions to equipment, room diagram set-ups, etc., may be made the day of the activity.
  
- 5) After use, each group will be responsible for leaving the facilities in the same condition as found. This would include cleaning all spills and trash, replacing all equipment and furniture to their original location.

## **FACILITIES POLICY RULES**

No swearing of any kind.

No tobacco or alcoholic beverages at any time on any part of the Trinity Baptist Church campus.

No kicking or throwing of any balls or bouncing balls off of walls, ceilings, or in hallways.

No misuse of equipment. i.e.: kicking basketballs, sitting on tables, hanging from basketball goals.

No entering unauthorized rooms or buildings.

No taking equipment out of any of the facilities.

No tampering with or adjusting thermostats.

No tampering with fire extinguishers and or safety equipment.

No blocking or obstruction of any exits or hallways.

No using tape against glass windows.

## **ENFORCEMENT OF POLICIES**

Each representative will be required to enforce the Facilities Policies for their event guests. Any group that does not enforce these policies will lose their privilege to use the facilities.

Any group failing to meet these requirements will be responsible for paying the actual costs incurred to repair or re-setup the impacted area. The repair or setup will be scheduled and overseen by the TBC facilities representative. The group will be required to pay for any expenses incurred by the church to get the facility back to the same condition before the group used the facility.

## **SAFETY AND SECURITY**

Trinity Baptist Church is not responsible for any lost, stolen, or damaged property. Please lock all of your valuables in your vehicle out of sight. Trinity Baptist Church is not responsible for any injuries caused to anyone while on the property.

## **SUMMARY**

Our church is blessed and fortunate to have this facility. If we wish to continue to provide this incredible atmosphere for members, we must all strictly abide by the guidelines that will enable us to maintain this space.