

The senior pastor or his official designee must approve all uses of church property and facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church.

The church believes that its property and facilities are to be used for the building up the Body of Christ and to bring glory to God. Although the use of the facilities are not generally open to the public, we may make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian service that is consistent with the Gospel of Jesus Christ. But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws, and in various places on its website www.trinitydavenport.org and on the website of The Lutheran Church-Missouri Synod, lcms.org.

This facility use policy is consistent with our belief that allowing our property and facilities to be used for purposes that we determine are contrary to this church's beliefs would be an endorsement of those purposes and a contradiction and grave violation of the church's faith and religious practice (2 Cor. 6:14; 1 Thess. 5:22). Further, it is important that the church present a consistent message to the community and that the church staff and members conscientiously maintain that message as part of their Christian life and as a witness to others that is consistent with the Gospel of Jesus Christ. Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs; or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities and grounds, regardless of whether the facilities are connected to the church's sanctuary, because the church understands all of its property as a gift from God to be received with thanksgiving and to be set apart and used to the honor of Jesus' name in ways that are consistent with our faith in Him (Col. 3:17).

Consistent with this policy, church property, facilities and equipment may be made available to non-members or outside groups which affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice (cf. Trinity Lutheran Church Statement of Belief).

Affirmation **To be signed by the event's Primary Contact Person**

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs or engaging in practices that contradict the church's faith.
2. To the best of my knowledge, the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will need to provide security deposit in the amount of \$50 and, if requested, a certificate of insurance.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the senior pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," of copy of which I have read and understand.
6. I understand that the Trinity Lutheran Facility Use Request Form must also be completed and signed, verifying that I have read the Facility Use Policy and agree to fulfill these responsibilities.
7. I understand that I will be financially responsible for any damages to church facilities resulting from this proposed use of facilities.
8. I understand that my proposed use of facilities may be relocated to another room of the facility in the event of an unforeseen occasion (i.e. emergency church meeting, funeral luncheon, disaster response, etc) as determined by the Senior Pastor or his official designee.
9. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matt. 18 and 1 Cor. 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Primary Contact Person

Date

Primary Contact Person Name _____ (First) _____ (Last)
Street Address _____ City, State, Zip _____
Email _____ Phone _____

Name of Organization (if applicable) _____
Primary Contact Person _____
Brief Description of Event _____

Event Date _____
Set-Up Time _____
Start Time _____
End Time _____
Clean-Up Time _____

Audio/Visual will be needed? Yes No Do you need A/V system training? Yes No
Special Requests for Facility/Grounds: _____

Recurring event Information Yes From _____ to _____ Not Recurring
Please select all that apply:
Weeks: 1st 2nd 3rd 4th 5th First Last Every Every Other
Days: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Desired Location

- Activity Center Activity Center Kitchen Athletic Field Chapel
- Church Library Classroom _____ Fellowship Hall Fellowship Hall Kitchen
- Martin Luther Media Center Multipurpose Room Nursery Sanctuary
- Trinity Hall Trinity Hall Kitchen

Department/Groups

- Administration Athletics Boards/Committees Church Event
- Ministry Groups Music Rental/Outside Use Scouts
- School Event Staff Worship

Please read the TRINITY LUTHERAN CHURCH & SCHOOL FACILITY USE POLICY (p.1) and FACILITY USE PROCEDURES AND RULES (p.3) and indicate your ability to fulfill these responsibilities below.

I have read the Facility Usage Policy and I agree to fulfill these responsibilities.

Signature _____
Date _____

Is this an event that requires Doctrine Review? Yes No

Reviewing Party _____
Review Date _____

OFFICE USE ONLY

Approval Date _____
Approved by _____
Calendar Entry _____
No. Attendees _____
No. Hours _____
Total Amount Due \$ _____
Deposit Amount \$ _____
Balance Due \$ _____

Usage Priority

These facilities have been entrusted to Trinity Lutheran Church to operate primarily to fulfill our mission statement. Therefore, our priority is to provide an environment to promote this ministry through events, service activities and meetings that are sponsored by the ministry leaders, staff, and members of Trinity Lutheran ChurchSchool.

Recognizing that these facilities also offer advantages for other community organizations and individuals, Trinity Lutheran Church has set forth the following policies and procedures which allow for optimum facility usage with maximum benefit toward fulfillment of these ministries.

Continued usage by any group is dependent upon the type of activity and the adherence to the clean-up and security guidelines. At any time the Senior Pastor or his official designee has the right to refuse usage of the facility to any individual or organization. Any events held at Trinity must not be contrary to the mission statement or in any way dishonor the name of Jesus Christ or be non-Christian in nature.

Persons using the facility will abide by the full Facility Use Policy & Agreement.

Scheduling

We require that a Facility Use Request form be completed at least a week in advance of the event. Of course, exceptions occur and special circumstances will dictate individual consideration. Scheduled church and school meetings and events take precedence over rental of facilities. The event will be reserved and placed on the ChurchSchool calendar only when the Senior Pastor or official designee approves the use.

Primary Contact Person

The Primary Contact Person will be responsible for the scheduling of the event, for paying any applicable deposits and fees in a timely manner and assure that the facility will be used in a God-pleasing manner. This will require that this person will have a level of maturity and discernment to encourage other participants to behave appropriately while using the facility and to treat the facility with the respect it deserves. The Primary Contact Person must be a minimum of 21 years of age.

Facility Respect

The entire Trinity Lutheran ChurchSchool campus is tobacco and alcohol free. Abusive or foul language, violent behavior, and drug or alcohol use are strictly prohibited on ChurchSchool premises. Any person exhibiting such behavior will be required to leave the premises. Any item deemed dangerous may not be brought into facility. The Primary Contact Person will be responsible that activity participants do not use tobacco or alcoholic beverages, exhibit improper behavior, or bring dangerous items, including handguns into the facility while attending events at Trinity.

Cancellation

Cancellation of a reservation must be given to the ChurchSchool 48 hours before date of the event for a refund of Cleaning/Security Deposit.

Set-up and Clean-up

The Primary Contact Person will be responsible for set-up of the area to be used including placement of tables and chairs. After the event, the tables, chairs, floors, countertops, sinks, utensils, etc. must be cleaned, and tables and chairs must be in place either as they were beforehand or as requested by a ChurchSchool worker. All refuse/garbage must be deposited in dumpster at north end of facility parking lot.

Event Monitor and Doors

Trinity will assign an Event Monitor for personal and community events. This person will work with the Primary Contact Person 30 minutes prior to and following the event. The School Entrance door will be automatically unlocked 15 minutes prior to the start of the event and locked 10 minutes after the start of the event. If this time frame will not work, the Primary Contact Person must notify the church. The Primary Contact Person and the Event Monitor will assure that the building is empty and all lights are off

Fundraising

Fundraising activities must be sponsored and/or related to Trinity Lutheran ChurchSchool and its ministries. No personal sales (with the exception of the annual Craft Sale or with approval of the Senior Pastor or his official designee), chance, lottery, or raffle activities may be conducted.

Changes

Regrettably, an activity may need to be moved to a different location or cancelled if an unforeseen event causes a conflict (i.e. emergency church meeting, funeral luncheon, disaster response). If the event is cancelled, monies paid for rental of the facility will be refunded.

Liability

Trinity Lutheran ChurchSchool is not liable for any personal injury or loss occurring within the building or its premises on relation to a stated use. The congregation and school are not responsible for theft or damage to personal property brought into the building.

Doctrine Review

If the event has any one or more types of programming such as a speaker, special music, bible study, etc, we request that the Senior Pastor or his official designee the programming before the event.

Usage Rates for Community Events

A cleaning/security deposit of \$50 is due for personal/community events when the event is scheduled. Remaining Balance Due of Fees should be paid no later than within two weeks of the event. Special rates apply to rental of the Activity Center.

Event Time	Number of Participants			
	<25	25-100	101-200	200+
0-2 hours	\$25	\$50	\$75	\$100
2-4 hours	\$50	\$100	\$150	\$200
4-8 hours	\$75	\$150	\$225	\$300
Second Rm.	50% of above rates			
Cleaning/Security Deposit	\$50			