

FACILITIES USE POLICY
TRINITY PRESBYTERIAN CHURCH – PENSACOLA, FL
Facilities Team 05-07-2019

GENERAL PHILOSOPHY FOR USE OF CHURCH FACILITIES

1. The buildings and grounds will be used as much as possible in the broad areas of community service and religious nurture.
2. We will strive to accommodate all requests for use in keeping with this policy, while giving due attention to provide for the safety and security of all who are using our buildings and grounds, as well as the security of our facilities, furnishings, and equipment.
3. The active groups of the church and church members shall have first priority on the use of the buildings and facilities after careful consideration is given to conflicts of space, schedules, and possible interferences of noise, kitchen use, parking availability, and church maintenance.
4. We open our facilities to non-profit, non-political, charitable or educational organizations whose goals and aims are consistent with those of Trinity. In return, we ask that you use and care for our facilities as if they were your own.
5. The church shall be reimbursed for all out-of-pocket expenses from all groups not directly related to the church.
6. Any breakage or damage to the building or facilities shall be the responsibility of the group using the church; and must be paid before further use is granted.
7. Exclusive right of Session, or Facilities Team, to refuse or cancel any function without cause.

SCHEDULING OF SIMPLE ACTIVITIES

Simple/Regular Events:

- Occur within the normal working hours of the church (8am-8:30pm)
- Are coordinated by existing, ongoing groups of the church, or a member who will be present during the event,
- Do not involve long-term use of the facility,
- Do not conflict with TLC pre-school or other church events like funerals, weddings, established or large meetings.

The Administrative Assistant can handle and approve simple requests and will schedule use of rooms, arrange with the custodian for needed set-ups and resources, and arrange for unlocked doors before the meeting if non-members are included in the event. Doors may be scheduled to unlock for a specified time and audience upon request.

Requests for use of facilities for events beyond the scope of Simple Activities or the normal church schedule will require submission of the "Request for Use of Facilities" form and prior approval by the staff or Facility Team's designee before the activity can be scheduled.

There is no fee for use of the church for Simple Activities.

CALENDAR SCHEDULING

Our church calendar is complex; ***all uses of our facilities require scheduling*** to avoid conflicting events, to assure that needed equipment is available, and to provide for convenient secure access to the buildings. Please adhere to the following guidelines:

SPECIFIC REQUIREMENTS

- No alcoholic beverages shall be served or brought into the church buildings.
- No coffee, beverages, or foods, with the exception of the Sacraments, shall be brought into or consumed in the sanctuary.
- Smoking is not permitted in the buildings.
- No outside group shall have an agreement, expressed or implied, which does not permit the church to change the meeting rooms assigned, as long as adequate notice is given (one week or more if possible).
- Groups shall be advised of location and acceptable use of equipment, what is expected in the way of clean-up, rules for locking the church, and specific regulations relative to the use of the kitchen and facilities.
- The Custodian will report to the Administrative Assistant any suspected damage within forty-eight hours of the use by the group. The Administrative Assistant will then notify the Facilities Team and user of any damage. A bill for the damage will be submitted to the user, and payment is expected before further usage permission will be granted.
- Unless prior arrangements have been made, it is expected that buildings, chairs and table location, and kitchen shall be left in an as-received condition immediately following the event.
- Administrative Assistant. Entry doors must not be propped open as this compromises the security provided by our access control codes. If requested, arrangements can easily be made to have the most convenient door unlocked for a few minutes before your scheduled meeting.
- Only rooms requested for use shall be utilized by a specific group on a specific occasion. No group shall request one room and feel free to use another for other purposes.
- Where use of the buildings by outside or member groups involves the custodian for set-up or clean up, arrangements must be coordinated through the administrative assistant at the earliest possible time.
- Any personal mishap resulting in bodily injury must be reported to the church within 24 hours. In case of personal injury, the individual is encouraged to see their physician or receive hospital emergency treatment.
- All groups must turn off lights and air conditioners (where appropriate) when events are concluded, and ensure that doors are secured upon exit.
- For risk reduction and safety, all activities involving minors require a minimum of two adult chaperones. An adult chaperone shall not be left alone with minors.
- All groups must adhere to an 8:30 p.m. curfew.
- No community groups will be scheduled after hours on a Friday, Saturday, or Sunday.
- The inner playground can be used after TLC hours, the outer playground and plaza can be used during TLC hours and at all times, with children supervised by parents/adults, and respect shown to playground equipment designed for small children, not for larger children and adults.

USE OF CHURCH FACILITIES BY NON-TRINTY GROUPS:

Non-Trinity groups or individuals requesting the use of church facilities must be identified by name, purpose, contact person and other information requested on the Request-for-Use Form. A Trinity member or staff must be assigned as Representative of the Group. The Facilities Team will have the authority to approve or disapprove any request from non-Trinity individuals or groups.

A church or staff member must be present for all Non-Trinity activities and be responsible for lights, air-conditioning units, and doors.

Non-Trinity group activities will not be scheduled on Friday afternoons, Friday nights, Saturday or Sunday. Exceptions may be approved by the Administrator or Facilities Team.

TLC/PRE-SCHOOL AREAS:

During TLC hours of operation, only Rooms 2 and 9 of the TLC hallway may be used for a nursery for children whose parents are attending meetings at the church. All other areas in the TLC hallway and the gym are licensed for TLC use during the school day. Other uses of the preschool areas require approval of the Session or their designee.

The Session reserves the right to refuse or cancel any function without cause.

USE OF LEGACY PLAZA

Trinity members, groups and staff may use the Legacy Plaza without cost after proper scheduling on the church calendar (and approval of anything other than a Regular and Simple Event).

Non-Trinity Group use of Trinity Legacy Plaza requires prior approval by the Facilities Team or its designee. Non-Trinity Groups need to submit a Request-for-Use Form. The Facilities Team has the authority to approve or disapprove any request without cause.

Permission for use of Legacy Plaza does not automatically give permission for use of buildings or rooms, kitchen and/or bathroom use. Permission for use of additional facilities must be obtained in advance.

The Session or their designee reserves the right to refuse or cancel any function without cause.

Trinity and Non-Trinity Groups failing to comply with these policies may be denied permission to use the church facilities in the future without cause.

USE OF FURNISHINGS AND EQUIPMENT (TABLES, CHAIRS, PROJECTORS AND SOUND EQUIPMENT):

- Trinity members and staff may request use of furniture and equipment and schedule use through Church Administrative Assistant and may use furniture and equipment without charge.
- Furniture and equipment must be logged out at time of pick up and logged back in at time of return via the Church Administrative Assistant in the Church office.

- Furniture and equipment must be returned to the church within the timeframe designated and in a reasonable degree of order and cleanliness following use.
- Replacement or repair of any damaged furniture and equipment while out on loan is the responsibility of the borrower.
- Anyone failing to comply with these policies may be denied permission to use church furniture and equipment in the future.

BUILDING ENTRY POLICY

Upon request to the Administrator, members will be provided a code to open exterior doors to the buildings during normal office hours. Parents of TLC children will be provided a code to enter the TLC wing during TLC hours. **These codes are for personal use and must not be shared with others.**

The Administrator may provide a temporary after-hours code to individual members needing access to the building. **It is the personal responsibility of each individual to ensure that after hours and weekend access for scheduled events is obtained in advance of the event and during normal office hours.**

A code may be provided for long-term after hour access to members having specific needs which justify the building security risk. Approval of this access is at the discretion of the Facilities Team and will be issued by the Administrator.

SPECIFIC BUILDING POLICY FOR TLC SECURITY

To comply with state regulations, certain sections of Trinity facilities must have restricted access during TLC hours. These sections include the TLC hallway and rooms in the TLC wing, gym, kitchen and Room 10 in the Activities Building, and the inner playground on the plaza. Exceptions can be made to accommodate church functions. Planning and scheduling with the TLC Director is required to avoid TLC children being present while these church functions are taking place. Coordination is done between the Administrator and TLC Director. To avoid awkward situations for the TLC Director, members are urged to make their requests through the Administrator, not directly to the TLC Director.

The double doors at the entrance to the Sunday school wing from TLC must remain closed during TLC hours. Members and parents of TLC children can enter and leave through these doors as needed.

FACILITIES USE FEES:

Parlor:

The Parlor is reserved for Trinity members and Trinity-sponsored activities. Non-Trinity use is limited to wedding or funeral receptions, or to events with prior approval of the Facilities Team or designee.

Sanctuary/Parlor

Use of the sanctuary/parlor for other than scheduled worship services, Trinity group meetings, musical events/practices, weddings or funerals require prior approval of the Facilities Team.

Approved non-church use of the sanctuary:

\$200 for meetings up to two hours, this includes utilities.

\$40 per hour additional for meetings exceeding two hours

\$25 per hour (and additional \$25 for any portion of an hour) for janitorial cleanup

Gym:

No charge will be made for Trinity functions.

\$200 Fee - Non-Trinity functions. Authorization of Non-Trinity groups requesting use of the gym will be reviewed on a case by case basis due to the restrictions of TLC's licensure and Trinity events

Classrooms:

There will be no charge for use of individual classrooms.

Gym Kitchen:

Use of the kitchen will be arranged and tentatively scheduled with the Church Administrative Assistant prior to approval by the Administrator and the Facilities Team for Trinity related functions.

Non-Trinity Functions are not allowed without specific approval from Kitchen Director.

Playground/Plaza:

Trinity members and groups may use the Legacy Plaza without charge after proper scheduling and, when warranted, with approval of the Facilities Team. A \$100 refundable deposit is required prior to the event.

The Church Calendar is maintained by the Church Administrative Assistant, aided by the Administrator and Facilities Team.

Fees may be waived at the discretion of the Facilities Team.

REQUEST FORM FOR USE OF TRINITY PRESBYTERIAN CHURCH FACILITIES

Date of Request: _____

Person or group requesting use of building (non-profit and non-political):

Address (city, state, zip): _____

Request permission to use the following area(s) of building and or grounds:

Date(s) _____ Period of Time _____

For the purpose of

Stated purpose of
organization _____

The Contact Person who will be responsible for the care of the facilities used:

Name _____
Address _____
Phone: Home _____ Business _____

Authorized Representative (Trinity Member or Staff) responsible for Non-Trinity event:

A copy of the **Use of Facilities Policy** is attached.

Amount of fee(s):

Use of Facilities \$ _____

Custodial Service \$ _____

\$ _____

Total: \$ _____

Permission granted by: _____ Date: _____

All fees must be paid to Trinity Presbyterian Church in advance of use of the facilities.

FOR OFFICE USE ONLY

Fee Received: _____ Date: _____

Building Access ☐ Code ☐ Schedule _____ Date: _____

Remarks: _____

Deposit Received, (if required) _____ Date: _____

Deposit Returned, (if applicable) _____ Date: _____

RELEASE AND HOLD HARMLESS STATEMENT

The undersigned, as part of the consideration for use of facilities owned by the Trinity Presbyterian Church of Pensacola, Florida, do hereby remise, release, and forever discharge the Trinity Presbyterian Church of Pensacola, Florida, its ministers, officers, employees, and volunteers of the church of and from any and all manner of action, causes of action, suits, damages, and claims of liability which might arise out of the use of the undersigned of said facilities.

The undersigned does further agree to hold the Trinity Presbyterian Church harmless of and from all manner of actions, causes of action, suits, damages, claims, liability, and demands of anyone occupying or using any part of the premises of Trinity Presbyterian Church as an invitee of the undersigned.

IN WITNESS WHEREOF, I have hereunto set my hand and seal
this ____ day of _____, 20____.

Witnesses:

\Facilities Use Policy and Request Forms –

Approved by the Session of Trinity Presbyterian Church February 25, 2016

Revisions 02-16-16.doc

\Facilities Use Policy and Request Forms – revision January 2019.docx

Revised March 2019