



POLICY FOR USE OF TRINITY FACILITIES (Revised 2017)

1. Any person wishing to use the facilities of Trinity Lutheran Church should contact Steve Jamison, Facility Administrator at 42 St. Paul St., Boonsboro, MD 21713 Home phone: 301.432.6758 Mobile: 301.730.5062
2. Congregational programs such as worship, education and fellowship have priority over other requests. If Trinity facilities are available, requests for their use will be considered on a first come, first served basis.
3. Trinity facilities will be dedicated to support the community during emergencies and this takes precedence over all other uses.
4. The facility administrator approves requests for use of facilities.
5. Smoking in any of the church buildings and on the grounds is strictly prohibited.
6. The use of alcoholic beverages is strictly prohibited-without prior approval of the Church Council.
7. Groups using the facilities are responsible for setting up according-to their special needs.
8. Individuals or groups using Trinity facilities are responsible for the proper use of the facility and equipment. The basic rule is, "Return it to the condition in which you found it." The movement of any items other than tables and chairs from their normal place is prohibited without prior approval.
9. A \$100 **refundable security deposit** is required of all non-church sponsored groups using the facility. Security deposits, less reimbursement for damage will be refunded within 45 days.
10. Depending on usage, other fees may be assessed (see Fee Schedule)
11. All fees are to be paid by check in advance.
12. Please observe the following requirements regarding use of Trinity facilities.
 - ✓ Avoid placing beverage containers on the windowsills.
 - ✓ Tape, tacks, pushpins, or any other type of adhesive are not permitted on the walls, ceilings, windows, windowsills, or columns.
 - ✓ Writing on any painted surface or the flooring is prohibited.
 - ✓ Do not intentionally mark or mar the flooring.
 - ✓ Wipe off/clean tables and chairs prior to putting them in storage.
 - ✓ Stack tables and chairs in a safe manner.
 - ✓ Place trash in appropriate bins next to the garage.
 - ✓ Sweep floors prior to vacating the building.
 - ✓ Turn off all lights and appliances prior to vacating the building.
 - ✓ Close and lock all doors and windows prior to vacating the building.
 - ✓ Immediately report any damage to the facility administrator. This may include any damage that was noticed prior to using the facility, or any damage incurred while using the facility.
 - ✓ Stage floor and windowsills are to be cleaned with warm water and no detergent.
 - ✓ Contact the facility administrator at the conclusion of your event to schedule follow-up inspection.
13. Failure to agree or comply with these policies will be cause for refusal for future use of the facility. Groups may be liable for any damage.
14. The congregation council and/or administrator may grant exceptions to the above policies and fee schedule on a case-by-case basis.

Signature of Group Representative _____ Date ____/____/____

Signature of Facility Administrator _____ Date ____/____/____

Facility Administrator – Steve Jamison
42 St. Paul St., Boonsboro, MD 21713
Home phone: 301.432.6758 Mobile: 301.730.506