

# Holy Trinity Lutheran Church

## Facilities Ministry Request Form

### Facility Ministry Vision

Holy Trinity seeks to make the fullest use of its facility for the purpose of building up the community of God by providing activity and meeting space for congregational and neighborhood groups. At the same time, Holy Trinity is committed to maintaining and improving its facility for the sake of performing this ministry in the future. Holy Trinity has established these norms in order to achieve these two related objectives.

### Norms for Facility Use

#### Approval Process

- All facility use will be decided at the discretion of church staff according the Facility Ministry Vision above and the Norms for Facility Use below.
- Priority for Meeting Space Reservations will be granted in this order:
  - 1.1. Congregational events and personal events hosted by congregational members
  - 1.2. Events of official congregational ministry partners (Scouts, Campus Ministry)
  - 1.3. Volunteer non-profit neighborhood groups
  - 1.4. Commercial non-profit neighborhood groups

#### Meeting Spaces

- These spaces may be reserved
  - \* Grace Hall (125 people at tables, 200 people in chairs)
  - \* Conference Room 101 (20 people at tables, 40 people in chairs)
  - \* Conference Room 102 (15 people at tables, 30 people in chairs)
  - \* Library (25 people at tables)
  - \* Basement classrooms (10 people at tables)
  - \* Youth Room (20 people in chairs)
  - \* Kitchen
- These spaces may not be reserved:
  - \* The Sanctuary, committed solely to worship & music ministries of the church.
  - \* The Gathering Space, committed entirely to transition space & casual conversation.

#### Set-up, Use and Clean-up

- Facility requests must be confirmed within seven days of approval.
- Meeting space will be arranged as indicated on the Facility Request Form.
- No smoking anywhere in the building.
- All events require adult supervision.
- After-hours events must arrange for a key to access the building.
- Evening and weekend events must provide either a) greeter to welcome guests through locked door or b) attendant to monitor unlocked door.
- Meeting space must be returned to the same condition in which it was found on arrival.

## Donations for Facility Use

- Facility use generates costs for staffing, utilities, bathrooms and general wear-and-tear.
- Donations toward those costs are essential to keeping the facilities available.
- Considerations related to donations:
  - \* No donation is expected from members who already contribute to these costs.
  - \* As a general rule, \$1 covers the cost of hosting 1 person for an event at the church.
  - \* Additional proportionate consideration is appreciated in these instances:
    - ✦ Paid events to help support the expenses related to cost-free facility use.
    - ✦ Weekend events when there is more congregational activity at the church.
    - ✦ Events that use the kitchen which requires additional cleaning attention.
    - ✦ Events that use AV equipment belonging to the church.
  - \* Example: Tupperware Luncheon with video on Saturday for 20 people offers \$100.
    - ✦ \$1/person for standard meeting consideration
    - ✦ \$1/person for commercial consideration
    - ✦ \$1/person for weekend consideration
    - ✦ \$1/person for kitchen consideration
    - ✦ \$1/person for AV equipment consideration
- Donations are not expected from those who have no means to contribute.

## Weddings

- All weddings are coordinated and performed by the Pastor at the church.
- Applications are only accepted from Holy Trinity members.
- All wedding couples participate in the Marriage Preparation Ministry:
  - \* Three meetings with the Pastor
    - ✦ Getting Acquainted
    - ✦ Marriage Preparation Survey
    - ✦ Marriage Service Planning

## Fees Specific to Weddings:

- The Minister of Music's fee is \$250 and is contracted with him directly. This includes planning sessions with the couple, rehearsals with instrumentalist(s), and attendance at the wedding rehearsal and ceremony. **Payment is required at the time the music contract is signed.** Use of the organ and piano by anyone other than the Minister of Music must be approved in advance.
- It is required that a wedding liaison from Holy Trinity be present for the rehearsal and on the day of the wedding beginning two hours prior to the ceremony for a fee of \$200.
- A minimum fee of \$100 is required for general custodial services and building lock-up following the ceremony.
- A minimum fee of \$200 is required for rearranging the pews, altar, etc. in the Sanctuary.
- An honorarium for the pastor is welcome and will be deposited to his discretionary fund. Visiting clergy assisting in the marriage ceremony should be compensated directly by the couple.

# Holy Trinity Lutheran Church

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## Facilities Request Form

*Please read all guidelines carefully*

Date form completed: \_\_\_\_\_

Name of individual or organization: \_\_\_\_\_

Contact person(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

### **Event Information:**

What is the event? \_\_\_\_\_

Date requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ to \_\_\_\_\_

Date requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ to \_\_\_\_\_

Date requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ to \_\_\_\_\_

Date requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ to \_\_\_\_\_

Date requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ to \_\_\_\_\_

Date requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ to \_\_\_\_\_

Estimated number of people: \_\_\_\_\_

**Facility Use:**

Meeting spaces requested:

- |  |  |
|--|--|
| <input type="checkbox"/> Grace Hall                | <input type="checkbox"/> Library             |
| <input type="checkbox"/> Conference Room 101       | <input type="checkbox"/> Conference Room 102 |
| <input type="checkbox"/> Library                   | <input type="checkbox"/> Kitchen             |
| <input type="checkbox"/> Youth Room                | <input type="checkbox"/> Basement Classroom  |
| <input type="checkbox"/> Sanctuary (Weddings Only) |  |

Equipment needs:

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Tables       | <input type="checkbox"/> Chairs      |
| <input type="checkbox"/> AV Equipment | <input type="checkbox"/> WiFi Access |

What other item(s) needed: \_\_\_\_\_

Will you be bringing food in for this event?  yes  no

Anticipated donation for use of the facilities: \_\_\_\_\_

Your donations are essential for keeping our facilities available for use by the community.  
Please consult the “Norms for Facility Use” for considerations related to your contribution.

**I have read and agree to the “Norms for Facility Use”  
as related to this request.**

Signature of requestor: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Date received: \_\_\_\_\_ Date entered on calendar: \_\_\_\_\_

Approved:  yes  no

Confirmation received:  yes  no

Room(s) allocated: \_\_\_\_\_

Amount of Donation: \_\_\_\_\_ Date of Donation: \_\_\_\_\_

Room Set-up & Equipment: \_\_\_\_\_