

Building Usage Agreement Form

Lapeer Trinity Methodist Church
1310 North Main Street
Lapeer MI 48446
Phone 810-664-9941; Fax 810-664-9942

For Office Use

- All requests for the use of the building must be submitted on this application form.
- A copy of the application will be made available to the applicant for future reference.
- This form must be completed in full.

Name of Individual or Organization _____
 Email _____ Fax _____ (For return of the authorized form)
 Address _____ City _____ Zip _____
 Church Member **Attend regularly but not a member** Guest Pastor

Description of the event _____
 Special requests, equipment, video or sound system _____ (Audio/power point/video Support Request Form attached)
 Specific beginning time of the event _____ Approximate ending time _____
 Hold Harmless Agreement required _____ (This is required for all outside groups using the building.)

Date	Day of Week	Time (See note below)	Total Hours

Note: Put the time that the building will be in use, including the set-up and clean-up time. Building usage fees are charged to non-members. An exception is made to church sponsored groups. Please indicate the areas of the building that will be used.

	<input type="checkbox"/> Chapel	<input type="checkbox"/> Classrooms	<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> North Parlor	<input type="checkbox"/> Sanctuary	<input type="checkbox"/>
Guest/Non-member	\$130.00	\$45.00/room	\$200.00	\$130.00	\$200.00	

- **Members** using the building must pay a \$75.00 custodial fee at least one week in advance. If the custodial clean-up exceeds two hours, you may be billed additional fees. At least one of the applicants signing below must be in attendance at all times or the regular room rental fee will be charged for that event. Please follow the **Room Clean-Up Guidelines** page which is attached to this application. Members will receive the \$75.00 back upon inspection of clean up.
- **Non-members** using the building will pay a \$75.00 custodial fee as well as the room rental fee which is due one week in advance. By signing below, the applicant agrees to abide by all of the regulations set forth on the back of this form, and accepts responsibility for repairing any damage done to Trinity Methodist property as a result of usage. You could be billed additional fees in the custodial clean-up exceeds two hours. For cleaning purposes please report all accidental carpet spills to the office including what was spilled and the location of the spill.

Applicant signature _____ Phone _____ Date _____

If the above applicant cannot be in attendance at the event, a co-applicant's signature will be necessary. We **MUST** have the signature of someone who will attend the entire event.

Co-applicant signature _____ Phone _____ Date _____

Approved
 Not approved

Comments:

Reviewed by _____ Date reviewed _____
 Date posted to on-line calendar _____ Usage fee paid _____ Date paid _____

Trinity Methodist Church
Room Clean-up Guidelines
For Members and Sponsored Groups

Because the regular custodian does not work on weekends, leaving the church as you found it is especially necessary on Friday evening, Saturday and Sunday. Please pick up all litter and papers in the used area. We will try to hire a custodian on a limited basis, but your help is necessary.

Here is a checklist that will help your event run smoothly.

- ✓ Pay the seventy five dollar fee one week prior to your event. This will help pay a substitute custodian who will do some light housekeeping, and check the entire building following your exit. If the custodian needs longer than two hours to clean the building, you will be charged **an additional fee.**
- ✓ If you don't have a church key, pick one up in the office during regular office hours the week before the event. Never allow anyone else to borrow the key. The key is to be returned to the office door mail slot after the event or to the office on the next business day.
- ✓ Unlock only the necessary doors for your group. Lock them after the group arrives, and watch for strangers entering the building. We have had situations of drifters sleeping in the building. **Security is important!** No door is to be propped open at any time. **Someone must stay by the door until all your group arrives.**
- ✓ A set-up chart for each room is posted. (Usually found on the end of the cabinet or just inside a cupboard.) Please try to leave the room in the same seating arrangement that is shown on the chart. If you are using the Fellowship Hall, simply place all chairs at the tables and stack the extra chairs at the outer walls of the room.
- ✓ Shut off all lights in the entire building. **Check all doors to make sure they are locked.** Even if someone else opened them, treat it is though you are the last person in the building.
- ✓ Emergency exits and procedures are posted in each room next to the door.
- ✓ If an accidental spillage occurs on the carpet, please report this to the office as soon as possible. Leave a note giving where and what was spilled. This will assist in cleaning.
- ✓ **In case of an emergency, call the appropriate authorities and notify the minister or a church officer immediately. There are 2 AEDs in the building. One is in the back of the sanctuary and one is in the Fellowship Hall by the double doors.**

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Lapeer Trinity Methodist Church
Building Use Rental Policy

General Usage Policies

1. Any group or individual using the building must complete a **Building Usage Agreement Form** and submit it to the church office. This will be subject to final approval by the Trustees of the church.
2. Members of the church, along with their immediate family, will be allowed to use the facility for celebrations as long as they do not conflict with any church policies and/or events. **No children are to be left unattended in the building.**
3. No smoking or alcoholic beverages will be permitted anywhere on the church property.
4. It would be appreciated if all tables and chairs were returned to their original location. A seating diagram is located in each room.
5. Tables, chairs and other equipment will not be loaned or removed from the building unless approved by the office. Any item removed from the church must be signed out in the office. Charges will be assessed for items that are not returned or returned damaged.
6. The Music Committee must approve the use or loaning of all musical equipment. The church organist is solely responsible for the church organ. Organ and piano recitals will be allowed for students of members of the church.
7. Use of open flames, other than for awards and/or worship ceremonies, will not be allowed. All requests for the use of open flames must be pre-approved by the church office prior to the use of these flames. When granted approval all open flames must have the appropriate covers for their use. At no time will the use of pyrotechnics, firecrackers, or smoke bombs be permitted in the church. Fire routes and rules are posted beside each door.
8. It is the responsibility of the individual/group using the building to lock all doors and windows, and shut-off all of the lights prior to leaving the building.
9. **The church internet or wifi service must not be used to download copyrighted material or inappropriate material (i.e. pornography). Please monitor your group to be sure this situation does not occur.**

Catering Policies

1. Any meals involving the use of the kitchen and/or its equipment must be catered by the Trinity Christian Women, or a group or individual approved by the church office or trustees.
2. Outside caterers must be approved by the church office and the meals must be prepared off-site.
3. Groups must supply their own table service unless under the direct supervision of a TMC appointed supervisor.
4. The church kitchen is not to be used for personal profit.
5. A Serve-safe Certified person be available when serving outside groups such as Food For Families/ Harvest Dinner/Funeral Dinners/Etc.)

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Lapeer Trinity Methodist Church
Additional Building Rental Usage Fees and Guidelines

Members and Sponsored Groups

1. It is recommended that building usage take place during regular church hours or on a week night Monday through Thursday. If a Friday afternoon or Saturday is needed, a minimum fee of \$75.00 will be required unless waived. If a custodial clean-up exceeds two hours, you will be billed additional fees.
2. The applicant is expected to complete all of the items listed on the clean-up sheet attached to this form.
3. The applicant member or the co-applicant member **MUST** be in attendance at the event or the regular non-member room rental fee will be charged for that event.
4. A building key may be picked up at the church office during regular working hours on the day or two preceding the event. Do not duplicate this key. It should be returned as soon as possible.
5. All groups using the building overnight must be responsible for leaving the building in the way it was found.

Non-members

1. Building usage requests are approved by the Trustees. The Trustees meet once a month. Check the church calendar for meetings. At least two months should be allowed for the application to be confirmed. Building Usage Fees must be paid in full one week prior to the event. Sound and video technician fees are not included in the usage fees and will be billed following usage.
2. Rentals include the use of a coffee maker and refrigerator space.
3. A rental is considered to be for six hours. Specific fees are listed on the Building Usage Agreement Form. Flexibility will be given to groups using more or less than six hours. The final fee decision is left with the Trustees. The Trustees are mainly concerned with maintaining the building and providing a secure environment.
4. A custodian will be hired to clean the rented area. If the clean-up time exceeds two hours, you may be billed in addition to the regular usage fee. Guests are encouraged to pick up trash, return chairs to their original place, and leave the building in an orderly condition, thus avoiding the extra overtime charge.
5. Anyone choosing to use our sound or video system must also hire our designated Sound or Video Technician. If the sound booth is open, the tech must be present. The cost is \$15.00 per hour. Two weeks advance notice must be given.
6. All outside and/or TMC sponsored groups will be required to provide at the time of application a current Certificate of Insurance and Hold Harmless Agreement. These are to be brought up to date each year.
7. Pre-approved groups using the building overnight must be responsible for leaving the building the way it was found.

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Trinity Methodist Church
Audio/Power Point/Video Support Request Form

Date form submitted _____

All requests must be made to the office at least three weeks in advance of the event. Programs beyond Trinity's programming will require a paid support person at \$15.00 per hour. Please be aware that the power point tech who is assigned will need a minimum of 45 minutes to set up your program. If sound is required with the power point it may take even longer.

Person submitting the request _____

Committee _____

Daytime phone _____ **Cell phone** _____

Title of event _____

Date of event _____

Number of hours required (including set-up) _____

Please identify the support you will need. _____

Audio Tech responsible for the event _____ **Phone** _____

Video Tech responsible for the event _____ **Phone** _____

Note:

- Our system supports "Microsoft Office Professional Edition 2003". Some older versions can still be opened, but we are not compatible with newer versions. Please save newer versions in the "2003" format.
- Keep file size(s) to a minimum. Up to 25Mb to 30Mb on 'power points' should be the maximum. With pictures, use the compression feature to reduce the memory required. ("web/screen" setting if quite a few pictures, "print" setting if few pictures) Strive to keep file size to 10Mb to 20Mb.
- Not all "media" programs are available on our system. Apple/Mac is not supported. Be sure to note the file extension (eg. *.mp3, *.wav, *.tif, etc.) in the 'support' section above.
- Do not use "auto play" features. These 'drop in and run' programs generally wreak havoc when other files/programs are staged for the rest of the program/service.
- On the media device you bring for us to use, disc or USB thumb drive, make sure there is no 'auto load' program and that the device is 'hazard/virus' free.
- We will do our best to function the media you bring, however, there may be instances, particularly when incorporating sound, that the 'file just might not be usable.

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TRINITY METHODIST CHURCH
HOLD HARMLESS CLAUSE
FOR GROUPS USING THE FACILITIES

“ _____, its successors and assigns, hereby agrees to save and hold harmless Trinity Methodist Church, any of its departments, agencies, officers or employees, all of whom while working within their respective authority, from all cost, injury and damage incurred by any of the above, and from any other injury or damage to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any provision of this agreement

by _____, its agents, or any of its independent contractors.

The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys’ fees. This save harmless clause is intended to indemnify against any cost or damage, or portion thereof, caused by the Trinity Methodist Church, any of its departments, agencies, officers or employees”.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands this

_____ day of _____, 20_____.

RESPONSIBLE PARTY SIGNATURE

TITLE

Trinity Methodist Church

The foregoing instrument was acknowledged before me this _____

day of _____, 20_____, by _____.

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