

# Holy Trinity Evangelical Lutheran Church

## Facility Usage Guidelines

The mission of Holy Trinity Evangelical Lutheran Church (HTELC) is to be the Body of Christ in Raleigh, North Carolina, by proclaiming the Gospel, administering the Sacraments and showing God's love to each other and our community, nation and world. HTELC's resources, including its facility, are to be used in a manner that is consistent with that mission.

### General Principles

Requests for the use of the Education Building will be reviewed by the Property Committee, following the process outlined later in this document. Priority will be given to the following types of requests:

1. HTELC meetings and events, i.e., committee meetings, Women of the ELCA Circle gatherings, Sisters In Service quilting sessions, etc.
2. Meetings and events sponsored by active HTELC members, i.e., ESL classes, baby showers, wedding showers, anniversary events, etc.
3. Meetings and events sponsored by Lutheran organizations of which HTELC is a sponsor or member, i.e., PLM-Families Together.
4. Meetings and events sponsored by other Raleigh-area congregations of which HTELC is a sponsor or member, i.e., Wake County Clergy.
5. Meetings and events sponsored by organizations that serve incarcerated individuals or those dealing with substance abuse, i.e., Kairos Prison Ministry, Alcoholics Anonymous, Al-Anon, Overeaters Anonymous.
6. Meetings and events that are consistent with the mission of HTELC.

Requests from for-profit groups cannot be accommodated. Those requests that fall outside the categories listed above will be considered but at a lower priority. One-time requests from groups that do not meet the criteria above are more likely to be accommodated than ongoing requests for meeting/event space.

The use of HTELC's facilities by outside groups is part of the congregation's evangelism efforts. The church asks that group leaders inform their members of HTELC's worship schedule and indicate that all are welcome to attend.

In order to partially cover the cost of utilities, basic janitorial service, supplies and building wear and tear, non-member users will be encouraged to make a donation to the church. Suggested donations based on room usage are below. Groups that are unable to donate at the suggested levels, or that are unable to donate any amount, will still be accommodated.

Active church members are not normally charged to use the facility, although a donation is suggested if the event is targeted primarily to non-members who are not associated with groups listed in categories one through six above.

If possible, donations should be made a day in advance of one-time events or on the first business day of the month for ongoing meetings/events.

Fellowship Hall	\$50/event
Overflow Room	\$25/event
Classroom	\$10/event per room
Kitchen	\$50/event

All users are expected to wipe up spills and take trash to the dumpster. If the meeting/event is likely to generate an unusual amount of trash or clean-up, a \$75 janitorial fee may be assessed. A janitorial fee may also be assessed to all non-member users whose events take place on Friday afternoons/evenings or anytime on Saturday if the group is unable to complete all janitorial tasks listed on page 3. This fee will ensure that the church facility is properly cleaned before Sunday services.

All groups using the Education Building are responsible for setting up tables and chairs and returning those items to their original location after the conclusion of the event. **The church does not provide set-up services.**

All events must conclude no later than 10 p.m., Sunday through Friday. On Saturdays, all events must conclude by 9 p.m. to allow sufficient cleaning time for Sunday morning events.

Alcohol is not permitted in church buildings or on church grounds.

Smoking is not permitted anywhere in the church's buildings and is discouraged on church grounds. All cigarette butts must be placed in pots designated for that purpose in front of the glass Pavilion and behind the Fellowship Hall.

Food and beverages may only be consumed in the Fellowship Hall and Overflow Room. No food and beverages are permitted elsewhere in the facility, including the sanctuary.

### **Use of the Sanctuary**

HTELC's sanctuary is used for the congregation's worship services and events such as weddings and funerals. (Separate facility usage guidelines for weddings are available from the church office.) Generally, the sanctuary is unavailable as a meeting space.

The congregation does, however, have a strong interest in the arts – especially music. Requests from performing arts groups to use the sanctuary will be reviewed by the Director of Music and the chairperson of the Worship & Music Committee in addition to the pastors and chairperson of the Property Committee. The suggested usage fee for the sanctuary is \$250 per event, but the fee may be reduced with the permission of the reviewers listed above. A \$75 janitorial fee may also be charged if the event occurs on a Friday or Saturday evening (when janitorial service is not available before Sunday's worship services) or when the event is likely to generate an unusual amount of trash or clean-up.

Requests to use the sanctuary for worship services will be reviewed in the same way as noted above for performing arts events. Normally, the usage fee will be waived for a worship service, although a janitorial fee may be charged under the conditions noted above. Since one of HTELC's pastors must be present at any worship service held in the sanctuary, event organizers are encouraged to contact the pastoral staff before submitting a Facility Usage Request.

### **Facility Usage Request Process**

Anyone wishing to use the **Education Building** (with the exception of ongoing HTELC committee or HTELC small group events) must complete the Facility Usage Request form (attached) and submit it to HTELC's Office Manager at least **two weeks** in advance of the meeting/event. (This includes HTELC members wishing to use the facility for any meeting or event attended by a high percentage of non-members.) Requests received later than two weeks before the event may be declined if sufficient time is not available for the church to review the request.

The Office Manager will forward the request immediately to the Property Committee chairperson. If the request is approved by the Property Committee, the Office Manager will contact the event planner and schedule a face-to-face meeting to sign the Facility Usage Agreement and review utility, security and janitorial issues. If janitorial service is required, the Office Manager will make those arrangements with HTELC's janitor. If the meeting/event takes place outside normal business hours, (i.e., Monday through Friday from 8 a.m. to 5 p.m.), the Office Manager may provide a loaner key to the event planner. This key must be returned to the Office Manager the next business day following the event. If the event or meeting is of an ongoing nature, a permanent key may be provided to the event planner.

Anyone wishing to use the **sanctuary** as a performance space must also complete the Facility Usage Request form. It will be reviewed by the Director of Music, chairperson of the Worship & Music Committee, pastoral staff and the chairperson of the Property Committee. If approved, the Office Manager will contact the event planner to arrange a face-to-face meeting to sign the Facility Usage Agreement and review utility and security issues. The church's Office Manager will contact the HTELC janitor to make arrangements to have the sanctuary cleaned following the performance. If the performance takes place outside normal business hours (i.e., Monday through Friday from 8 a.m. to 5 p.m.), the Office Manager

may provide a loaner key to the event planner. This key must be returned to the Office Manager on the business day following the event.

**Note: Keys are not to be copied. Failure to return the key will result in additional costs, as the building may need to be rekeyed.**

The sanctuary's grand piano may only be used or moved with the expressed approval of the Director of Music.

If the event planner wishes to have the piano tuned, those arrangements will be made through the Director of Music, using an approved vendor, at the outside group's expense.

The sanctuary's sound system may also be used with the approval of the Director of Music. However, the system may only be operated by one of the church's sound technicians. With the approval of the Director of Music, the church's Office Manager will arrange for a sound technician to be present for a fee of \$50 per rehearsal or performance.

Questions regarding HTELC's Facility Usage Policy may be directed to the Office Manager, Property Committee chairperson or the pastors.

## Janitorial Check-off List

Sponsors of events that take place Friday evening or anytime on Saturday (when Holy Trinity's janitor is not normally available) are asked to complete the tasks listed below or to provide a \$75 payment for janitorial service. Holy Trinity's office manager will provide a brief overview of where cleaning supplies and equipment are located.

Please check the boxes next to each item as you complete them and leave the list in the "Property" mailbox next to the church office before you exit the building. Thank you.

- Empty wastebaskets in all rooms used during the event, placing trash in the large kitchen trash cans. Place new liners in wastebaskets if necessary. Tie the kitchen trash bags shut and place the bags in the dumpster behind the kitchen. Reline the kitchen trash cans.
- Wipe down all countertops and stovetops in kitchen (if used). Wipe up spills on kitchen floor or wet mop entire floor if spills are widespread.
- Wipe down countertops in all bathrooms used. Ensure that toilets are clean.
- Wipe up spills from any tables and chairs used during the event before putting them back in place.
- Wipe up spills on floors of Fellowship Hall and Overflow Room (if used). *Note: Food and beverages may only be consumed in these rooms.* Wipe up spills in main hallway. Wet mop entire room/hallway if spills are widespread.
- Ensure that all windows are closed and locked, all mini-blinds fully lowered and closed and all lights turned off (except for security lights) before locking all doors and exiting the building.