

# BUILDING USE POLICY

## TRIETSCH MEMORIAL UNITED METHODIST CHURCH

*To know Christ and to make Christ known*

### **Statement of Policy**

Trietsch has been blessed with wonderful facilities with which we are to carry out the mission of the church. It is our responsibility to be wise stewards of all of our resources, including our facilities. To this end, our building use policy exists to ensure that everyone that uses our facilities adheres to the following tenets:

- Activities conducted here fit with who we and what we believe as a United Methodist Church
- The use of this church and its facilities glorifies God
- All members and visitors are treated as honored guests
- The life of our facilities is extended through proper care and maintenance
- Appropriate energy conservation, cost reduction, and safety measures are observed
- Our facilities are properly protected against loss and misuse

### **Who can use our facilities?**

The primary use of the facilities and equipment of Trietsch Memorial United Methodist Church is for ministry that is organized, led, and conducted by Trietsch staff, Trietsch members, and participants of the various organizations supervised by the United Methodist Church.

As such, space will be allocated based on the following priorities:

1. Trietsch ministry activities, which include, but are not limited to:
  - a) Worship services
  - b) Sunday school classes and Bible studies
  - c) Ministry-specific work done at the church
2. Trietsch special programming/events, which include, but are not limited to:
  - a) Vacation Bible School
  - b) Fall on the Mound
  - c) Concert/Entertainment events
3. Trietsch ministry support activities, which include, but are not limited to:
  - a) Committee meetings / team meetings / staff meetings
  - b) Small groups
  - c) Music rehearsals
4. Trietsch-sponsored events/activities, which may include, but are not limited to:
  - a) Emmaus planning / training
  - b) Boy scout / girl scout meetings and events
  - c) Overnight stays or musical rehearsals by groups from other churches
5. Trietsch member activities, which may include, but are not limited to:
  - a) weddings / funerals
  - b) banquets/meetings/rehearsals for non-ministry groups
6. Outside groups - defined as organizations with no direct affiliation to Trietsch. Typically, Trietsch facilities are only available to outside groups that are non-profit organizations whose vision and core values are not in conflict with those of Trietsch.  
Outside groups that have used our facilities include, but are not limited to:
  - a) Marcus High School AP testing
  - b) Carter Blood drives
  - c) Local homeowners association meetings

## **What is the process for outside groups requesting use of Trietsch facilities?**

**\*\*Important:** Our facilities are **not** available to outside groups for fundraising or for-profit activities, unless written approval is granted by our Board of Trustees and/or Executive Pastor. This permission should be sought prior to completing the process outlined below.

Our facilities are **not** available to outside groups engaged in partisan political campaigns. Our facility may be used as a political polling place for elections with prior approval of the Board of Trustees and/or the Executive Pastor.

Our scheduler is happy to entertain inquiries from outside groups regarding the availability of our facilities on specific dates. However, the scheduler will **not** make any promises or commitments regarding facility usage. To request use of our facilities, outside groups must submit the documents/fees listed below:

- Certificate of Liability and Property Insurance Coverage  
This document does not necessarily have to be turned in at the time of the request, but the requestor agrees to obtain this document and submit it no later than 2 weeks prior to the date of the event. If the certificate is not received at least 2 weeks prior to the date of the event, the reservation will be cancelled.
- The signature page from our Building Use Policy
- Room Request form  
If a specific room configuration is needed, attach a diagram of the desired setup to the Room Request form when it is submitted.
- Media Request form (if any type of sound or media support is needed)  
*Programs in the sanctuary that require the use of the sound and/or video systems require that a Trietsch Media Technician be present. This service will be included in the usage fee.*
- Deposit of at least 50% of all applicable fees  
The balance is to be paid no later than 2 weeks prior to the event.

## **What is the process for internal groups requesting use of Trietsch facilities?**

Our scheduler is happy to answer questions regarding the availability of specific rooms/spaces on specific dates. To request use of one or more rooms, the requestor must complete the forms listed below:

- Room Request form  
If a specific room configuration is needed, attach a diagram of the desired setup to the Room Request form when it is submitted.
- Media Request form (if any type of sound or media support is needed)

## ***What are the guidelines governing the approval of facilities requests?***

The Scheduler will meet with the user, or a representative, when the reservation is made to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event will be given to the user at the time of reservation.

Several factors are taken into consideration when Trietsch reviews facilities requests.

- Is the requested activity/event consistent with Trietsch's mission statement?
- Does the requested activity/event comply with all guidelines laid out in our Building Use Policy?
- What are the short and long-term impacts to our facilities and equipment?
- Is the requested space available?
  - Consideration will be given to the priorities listed on page 1 of this document.
  - Requests from outside groups more than 90 days out (with the exception of weddings) require approval from the Ministry Management Team, Board of Trustees or Executive Pastor.

**\*\*Note:** Should an unforeseen ministry need arise requiring the use of a specific room, an outside group's reservation **may** be adjusted as needed.

## ***What are the guidelines for using our facilities?***

A wide range of Trietsch ministries and numerous outside groups use our facilities. It is important for all that use our facilities to understand that their events and the events of other groups may be happening concurrently. It is also very likely that other activities will take place immediately before or after the event or activity for which they requested use of the facilities.

To ensure that all groups using our facilities understand the behavior we expect in order to demonstrate respect for our facilities and for those we allow to use them, we have chosen to document the following facilities usage guidelines.

### **General**

- Anyone using our facilities is required to wear shirts, shoes and suitable attire at all times.
- Weapons are **not** allowed in or on church property.
- Fireworks are **not** allowed in or on church property.
- Alcoholic beverages are **not** allowed in or on church property.
- Smoking is **not** permitted in any of the buildings on the Trietsch campus.
- Inappropriate use of safety equipment such as fire extinguishers/alarms and elevator call buttons is **not** allowed.
- Obstructing exits is **not** allowed.
- Furniture and equipment purchased and owned by Trietsch are to be used exclusively for ministry functions of Trietsch Memorial United Methodist Church, and are **not** to be removed from the premises.
- Exterior doors are **not** to be propped open for any reason outside of an emergency.
- Candles are **not** allowed without explicit written approval from the Board of Trustees, Executive Pastor and/or Director of Facilities.
- Any decorations in or on church property must be approved by the Facilities Department. Items are **not** to be affixed to any surface without the consent of the Board of Trustees, Executive Pastor or Director of Facilities.

## ***What are the guidelines for using our facilities?, cont'd***

### **Rooms/Space**

- Activities/programs are limited to the space requested and confirmed. It is not permissible to 'spread out' into adjacent rooms/spaces – regardless of whether they are empty or occupied.
- Anyone using our facilities is to maintain noise levels that exhibit respect for whatever other activities are going on in adjacent rooms and/or other parts of the building.
- Facilities are to be vacated no later than 9:30 pm, unless written approval is granted by the Board of Trustees, the Executive Pastor, or the Facilities Director prior to securing the reservation.
- Before leaving, return tables/chairs to the original configuration.
- Moving furniture or equipment other than tables/chairs requires permission from the Facilities Department.
- The requesting individual/group assumes full responsibility for the cost of damage repairs or replacement for any church property or equipment damaged or destroyed in conjunction with their particular event.
- When leaving, turn off lights and lock door.
- Report any maintenance problems/damages to the Director of Facilities via Room Repair form.

### **Cleaning**

- One or more custodians are on duty during regular building hours.
  - If facility usage requested outside regular business hours requires custodial services, an additional fee will be charged.
  - If Trietsch is unable to obtain custodial staffing outside of regular business hours, requests to use our facility may have to be denied.
  - The assigned custodian, church designee, or staff member will serve as the church's representative should questions or needs arise during the event.
- Basic 'cleaning' expectations include wiping down tables, placing all trash in waste containers, removing overflow garbage to dumpsters, removing **all** items brought into the church, removing **all** decorations, and erasing all white boards prior to leaving the area.
- Dining/serving of food is limited to pre-approved designated areas – check with the Board of Trustees, Executive Pastor and/or Director of Facilities
- If food and drinks are served and a spill occurs, clean/sop up any excess and immediately notify the custodian on duty. Do **not** attempt to clean stains from a surface. Only custodians hired by Trietsch are to remove stains.

## ***What are the guidelines for using our facilities?, cont'd***

### **Publicity**

- Any individual or group publicizing an event that plans to use the name Trietsch Memorial United Methodist Church (or Trietsch) and/or the Trietsch logo must obtain written approval from the Board of Trustees or Executive Pastor **prior** to releasing any publicity.
- Once approval is granted, the actual publicity to be released/distributed – i.e. flyers, posters, press releases, etc. - that uses the name Trietsch Memorial United Methodist Church (or Trietsch) and/or the Trietsch logo must be approved by Trietsch's Communications Director.
- Any individual or group that plans to sell admission tickets for an event must obtain written approval from the Board of Trustees, Finance Committee, Executive Pastor, and/or Communications Director **prior** to advertising any such ticket sales.
- All approved ticket sales and associated activity are the sole responsibility of the individual or group sponsoring the activity/event.
- No publicity/advertising will be displayed/posted on Trietsch property without **prior** approval from the Director of Facilities and/or the Director of Communications.

### ***Other Policies Related to Facilities Usage***

- *Trietsch Memorial United Methodist Church Child Safety Policy*  
A copy of the policy can be obtained in the church office.  
A few important excerpts from that policy are listed below:
  - At least 2 adults (who are each at least 18 years old) must be present at all times.
  - Children may not roam about the church.
  - Children may not be left in the hallways outside the scheduled room(s); nor may they play or study in empty rooms adjacent to or near the scheduled room(s).
- *Fundraising Policies for Trietsch Memorial United Methodist Church*
  - Requestor must complete and submit a TMUMC Fundraiser form, which requires a signature from the staff member that oversees or is most closely related to the individual, group, or organization that will benefit from the funds raised.
  - Fundraiser must be approved by the Finance Committee **prior** to releasing any communications or publicity about the fundraiser; or embarking upon any fundraising activity.
- *Trietsch Wedding Policy*
  - Anyone interested in having their wedding at Trietsch, regardless of whether they are a member of this church, must speak to the wedding coordinator.

## ***What kind of space is available at Trietsch?***

There is a variety of rooms/configurations at Trietsch. Below you will find a description of the various rooms, the capacity of the various rooms, rules/guidelines specific to the space, the kinds of events/activities that are appropriate for the space, etc.

\*\*The fee structure for the various rooms and associated services are available upon request.

### **Sanctuary**

- The maximum seating capacity of our sanctuary is 1200 people.
- We do **not** allow food or drink of any kind in the sanctuary.
- Appropriate functions to be held in the sanctuary include, but are not limited to:
  - Large Worship Services
  - Weddings
  - Funerals
  - Concerts, Theatrical Productions
  - Large Seminars
- Media Capabilities include but not limited to: Sound, Live and/or Prerecorded Video, Lighting, Web cast

### **Ministry Center**

- The maximum seating capacity in the ministry center is:
  - 200 people if setup includes chairs only
  - 100 people if setup includes tables/chairs
- If food/beverages are to be served in the Ministry Center, information regarding the arrangements for preparing and serving are to be described in detail and attached to the Room Request form.  
*See information regarding our kitchen(s) later in this section of the Building Use Policy.*
- **No** red liquid of any kind is to be served in the Ministry Center.
- If/when serving beverages a rubber mat is to be placed on the floor under the drink dispensers.  
*Mats **must** be provided by the group making the reservation or hosting the event.*
- Balls are **not** to be thrown/kicked in the Ministry Center.
- Appropriate functions to be held in the Ministry Center include, but are not limited to:
  - Small Worship Services
  - Small Concerts, Music/Dance Recitals, Theatrical Productions
  - Celebrations
  - Welcome/Registration Center
  - Breakfast/Lunches/Dinners/Banquets
  - Scouting Services
  - Seminars/Conferences
  - Youth Activities
- Media Capabilities include but or not limited to: Sound, Prerecorded Video, Web cast

## ***What kind of space is available at Trietsch?, cont'd***

### **Connection Center**

- The maximum seating capacity in the connection center is:
  - 200 people if setup includes chairs only
  - 100 people if setup includes tables/chairs
- If food/beverages are to be served in the Connection Center, information regarding the arrangements for preparing and serving are to be described in detail and attached to the Room Request form. *See information regarding our kitchen(s) later in this section of the Building Use Policy.*
- Appropriate functions to be held in the Connection Center include, but are not limited to:
  - Receptions/Parties
  - Welcome/Registration Center
  - Breakfast/Lunches/Dinners/Banquets
  - Information Distribution

### **Classrooms**

- Trietsch has numerous classrooms varying in capacity from 8-10 people with tables and chairs, to 80 people with chairs only.
- There is a small kitchen in the Adult Education building, and a small kitchen in the Children's Education building.
- If food/beverages are to be served in any classroom, information regarding the arrangements for preparing and serving are to be described in detail and attached to the Room Request form. *See information regarding our kitchen(s) later in this section of the Building Use Policy.*
- **No** red liquid of any kind is to be served in any of the carpeted classrooms.
- If/when serving beverages a rubber mat is to be placed on the floor under the drink dispensers. *Mats **must** be provided by the group making the reservation or hosting the event.*
- Appropriate functions to be held in the classrooms include, but are not limited to:
  - Meetings
  - Classes
- Each classroom in the Adult Education Building has a TV and VCR/DVD combo. Our ability to accommodate media needs outside the sanctuary and ministry center are limited. So any media needs other than a VCR/DVD player need to be discussed prior to securing a reservation.
- Each classroom in the Children's Education Building has a specific theme; space/equipment varies greatly from room to room. It is important to clearly communicate the size of your group and the nature of your activity/event when you submit your Room Request form in order for our scheduler to assign the most appropriate space.

### **Choir Room**

- Requests to use the choir room are considered on a case-by-case basis. Consent from the Minister of Music is required prior to scheduling this space.
- All music and musical equipment owned by Trietsch are to remain on church property at all times.
- Requests to use/borrow hand bells must go through the Minister of Music.
- Appropriate functions to be held in the Choir Room include, but are not limited to:
  - Rehearsal space
  - Small recitals – voice/piano/small ensembles
  - Music/voice lessons
  - Changing space

## ***What kind of space is available at Trietsch?, cont'd***

### **Kitchens**

The primary use of Trietsch kitchen facilities is for in-house ministry/mission work and functions such as banquet and meal preparation.

- Outside groups must provide all of their own consumable supplies. Consumable supplies include, but are not limited to:
  - Paper cups/plates/napkins
  - Disposable utensils
  - Disposable (plastic) tablecloths
  - Storage containers – i.e. Tupperware or Glad Ware
  - Foil/plastic wrap
  - Spices, including salt and pepper
- Non-consumable supplies owned by the church, may be used by internal ministry groups, or outside groups. Non-consumable supplies are to be washed, dried, and put away following use.
- Non-consumable supplies include, but are not limited to:
  - Pots and pans
  - Serving trays
  - Serving utensils
- Before leaving, wash all counter tops, work areas, and appliance surfaces with cleaner.
- Before leaving, make sure all appliances are turned off.
- Before leaving, make sure nothing is left inside oven or microwave(s).
- Make sure all used towels, dish rags, and table cloths are placed in the designated area in the kitchen. Do **not** leave leftovers in the refrigerator. If a group wishes to donate **unused** items, please clearly mark and label items that will remain.
- Remove overflow garbage to dumpsters.

## BUILDING USE AGREEMENT

The representative who signs this form, the organization represented, and any participants in the organization's activity, agree to hold Trietsch Memorial United Methodist Church blameless from any and all claims for damage, personal or otherwise, that may arise out of the use of the facilities, whether by a member of the organization or by other persons using or enjoying said facilities, and without regard to whether the damage, personal or otherwise, is brought about or caused by negligence, whether on the part of the representative, the organization, TMUMC, or all three.

The representative who signs this form and the organization represented, assume liability for injuries to persons attending the event and for damages or loss of user's property.

**I have read and accept the terms and conditions of the Building Use Policy and agree to abide by the guidelines stated therein.**

\_\_\_\_\_  
Signature of person or agent signing agreement

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Official title or position

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Street address of person or organization

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
Home/Office Phone

**Two contact numbers are required**

\_\_\_\_\_  
Cell Phone/Alternate Number