



**TRINITY EPISCOPAL CHURCH
TRUMBULL, CONNECTICUT**

BUILDING USE POLICY

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The building and facilities of Trinity Church will be made available to Parish members and to the Trumbull community, individuals and organizations, for purposes that support the Christian mission of our church. These uses could be appropriate events, functions or meetings, single occurrences or ongoing scheduled ones.

Our church mission is to be an open, inclusive and caring faith community that embraces diversity and celebrates the joy of Christ. Use of meeting spaces and the Peet Memorial Parish Hall is to be complementary with this mission and must not be in conflict with it. We welcome community-service/non-profit organizations and charities to use our facilities for events. The policies and requirements in this document are to support this usage of the building in an organized and effective way.

We are often approached by organizations which request a modified fee based on the fact that they are non-profit organizations, or organizations which serve people without fee. As a religious non-profit organization, we recognize the unique financial challenges we all face. Trinity has a strong commitment to outreach. We also have a strong commitment to the stewardship of our resources, and we take financial responsibility to our members seriously. We have recently completed a new handicapped accessible restroom and are planning additional facilities improvements. At this time, any modification to the minimum rates for regular meetings of non-profit groups would need the approval of the Vestry.

This document lists the following:

- Specific uses of the building and facilities at Trinity
- Expectations and requirements for those using the building and facilities
- Fees for the use of the building
- Steps for facility use scheduling
- Insurance rider request sample letter
- Request for use of Facilities Form

Use of the Building and Facilities

For profit or fund raising events by Trumbull community groups are not allowed. Fund raising events by Trinity Church organizations to support outreach or Mission Strategy projects will be allowed.

All events must be approved by the Rector and the Vestry. Arrangements for long-term, ongoing events or group meetings will be reviewed at least annually for continued approval. The church reserves the right to cancel long-term arrangements with 30 days' notice to the group using the facility.

Using the West Lounge and/or Classrooms

The West Lounge is able to handle meetings of up to 20 people. These meetings should be arranged with the Parish Administrator with the approval of the Rector and the Vestry. Use of the West Lounge typically will not be open to the general Trumbull community. Exceptions to this will be reviewed by the Rector and/or Vestry on a case by case basis. There are four classroom spaces that are available that can handle meetings of up to 12 people each.

Use of the Peet Memorial Parish Hall

The Peet Memorial Parish Hall will be available for events or meetings to Parish members and Trumbull community individuals and groups, with the permission of the Rector and/or the Vestry, if those events or meetings are in keeping with the mission of the church as stated above. All Peet Memorial Parish Hall rentals terminate by 10pm with no exceptions.

Use of the Sanctuary and Chapel

The sanctuary and chapel spaces will be used for worship and sacramental events. Any services or other events must be requested directly to the Rector. The Rector must approve the usage and will schedule the service or event. The sanctuary can comfortably seat 210 with space for an additional 25 in the choir loft. The chapel can seat approximately 15.

Expectations and Requirements for Groups Using the Facilities

The following requirements are to make sure that the people using the facilities do so safely, have the appropriate legal agreements, take responsibility for their use of the building and behave appropriately during the events or meetings.

Insurance Requirements

The group using the facility will agree to maintain liability insurance in an adequate amount for the protection of the Group's organization, its officers and members against the claims of anyone who charges that the Group's organization, its officers or members were negligent in any way. The Group's organization, its officers and members have legal responsibility for damages suffered by the claimant at the Church premises and/or damage done to the Church premises during or as a result of the Group's event.

The Group will obtain a copy of a Certificate of Liability Insurance naming the Church as an additional insured for liability. The Group will deliver this Certificate to the Church at least one week prior to the date of the event. **This paperwork is essential and keys will not be released if this paperwork is not complete.**

For those new to obtaining a Certificate of Liability from their Insurance Company, there is a sample letter on the last page of this document that can be used to request one from your insurance agent. We recommend attaching this to your insurance policy. This process can take upwards of a week, so please plan accordingly when scheduling your date.

Indemnification/Non-Affiliation

For being allowed to use and while using the premises and facilities of the Church's property, the Group agrees to indemnify and hold harmless the Church and its officers, agents, and employees from and against all claims, damages, and expenses, including reasonable attorney's fees arising out of or connected with the Group's presence upon or use of the Church's premises or by the Group's officers, employees, members, agents, clients, or visitors. In no event shall the Group indemnify the Church for any claims, damages or exposures arising in whole or in part from the negligence or willful misconduct of the Church, its employees or agents. The Group's representative must warrant that he/she does represent the group or organization arranging for the use of the building and is authorized to make agreements.

Responsibility for Damage

The Group using the facility will be responsible for any damage to the facility that occurs during the event by attendees. If necessary, a designated, responsible person from the Group may arrange for an inspection to establish the condition of the appropriate facility before the event and one after the event to verify that no damage has occurred during the event.

Supervision and Behavior on Church Property and in Church Facilities

Behavior by those attending an event on Church property should be appropriate to the nature and mission of the Church. In the event that the Group using the facilities will be primarily made up of attendees under the age of 18, the Group is responsible to ensure that a reasonable number of adults are present to provide supervision to the minors at the event – a recommended ratio of one adult to 10 minors should be used as a guideline. Additionally, we are a neighbor to the people who reside in the area and we must keep our neighbor's privacy and presence in mind during all events. Members of the Group using the facilities should not linger outside the premises prior to, during, or after the use of the building. Inappropriate noise should be avoided and care taken to ensure that the neighbors are not disturbed by any unnecessary noise after 10:00pm.

Restriction of Access to Other Areas

The Group using the facilities must stay in the agreed upon areas of the facility. Children will not go into the kitchen area unless supervised by an authorized adult. Also, no animals, except service animals, are allowed in the building.

Alcohol Policy

The Rector and the Vestry must approve use of alcoholic beverages (beer, wine/champagne only) as a part of the event. Alcoholic beverages are only allowed for events held by a member of the Parish. Alcoholic beverages in any form are not allowed at events sponsored by individuals or organizations that are not members of the Parish. If alcoholic beverages are to be served during the event, other equally attractive non-alcoholic beverages must also be available. The Group will comply with local and state laws as well as Trinity's *Alcohol Use Policy*.

Smoking Policy

Smoking is not allowed in any part of the building.

Termination Policy

Community groups are more than welcome to make use of Trinity's facilities but Parish events or functions take precedence over any Community group event should there be a schedule conflict. Groups must know that we cannot accept every request for use of the building due to physical space limitations but will seriously consider all requests. Long term arrangements with community groups will require the approval of the Vestry.

Trinity Church reserves the right to terminate any building use agreement at any time, at its discretion. If an event is involved, the Church will notify the responsible Group representative as far ahead of the scheduled event as possible but will attempt to give at least 30 days advanced notice.

Modifications

Usage agreements may be modified if in writing and signed by both the Group and either the Rector or an authorized member of the Vestry.

Fees for Building Use

The following fee structure for non-parish individuals and organizations will be in effect as of August 1, 2017 for agreements made on or after that date:

Peet Memorial Parish Hall:

One time use: \$75/hr, not to exceed \$300 per event
Ongoing Monthly/Weekly meetings: \$150/month

Classrooms: (Per room)

One time use: \$25/hr, not to exceed \$100 per event
Ongoing Monthly/Weekly meetings: \$50/month

West Lounge:

One time use: \$30/hr, not to exceed \$120 per event
Ongoing Monthly/Weekly meetings: \$60/month

The Chapel:

One time use: \$50/hr, not to exceed \$150 per event
Ongoing Monthly/Weekly use: \$100/month

The Sanctuary:

One time use; \$150/hr, not to exceed \$400 per event
Ongoing Monthly/Weekly use: \$300/month

The Kitchen:

No cooking – one time use: \$25/hr, not to exceed \$100 per event
No cooking – monthly/weekly meetings: \$50/month
With cooking – one time use: \$50/hr, not to exceed \$200 per event
With cooking – monthly/weekly meetings: \$100/month

Additional cleaning by the Sexton at any of the above listed options: \$50

A refundable deposit of \$50 will be required at the time of scheduling to secure the event schedule and prior to key pick up. In the event that the church is unable to provide the space due to sudden schedule conflict, the deposit will be refunded. The deposit will be retained should the key not be returned after the event.

The above listed fees are for non-parishioner sponsored activities. There are no building use fees for fund raising events or other activities by Trinity Parish individuals or organizations that support outreach or Mission Strategy projects of the Church.

[Steps for Facility Use Scheduling](#)

Groups or individuals seeking to use any Trinity Church facility must complete the Request for use of Facilities form available from the Parish Administrator and online, supplying all of the relevant information and signatures. This form will serve as both a fee schedule and a guide for preparing your event. For the event to be placed on the church schedule, it must be approved by the Rector and/or authorized Vestry representative and signed by all parties.

[Contact the Church Office to Check Availability](#)

To schedule an event on the calendar, please contact the church office and establish availability on the Church Use Calendar. Provided there are no conflicts, the Group will then be available to make arrangements with the Parish Administrator for access to the facility for an event or meeting. The Parish Administrator is available 9:00am to 1:00pm, Monday through Thursday. (203-375-1503) Key pickup can be arranged as early as 48 hours prior to the event.

Access and Event Setup

The Group will make arrangements with the Parish Administrator for access to the facility for the event or meeting. The Parish Administrator is available during business hours, 9:00am to 1:00pm Monday through Thursday. Please arrange for key pickup to be completed during normal office hours.

Event Setup

The Group will be responsible for the setup of any space (including necessary tables and chairs) for their event. Nothing is to be nailed, tacked, or stapled to any surface. If additional equipment is to be brought into the building, it should be noted on the application so that the Church may assess any potential risk for damage or liability.

During the Event

It will be the prerogative of the Church if a member of the Vestry or the office chooses to stop by to ensure that all agreements are being kept. In the event someone does stop by, they will make all efforts to remain inconspicuous, and address any concerns to the Group's contact person.

Event Cleanup and Closing

The Group will be responsible for cleaning up the space used and the restrooms, restoring them to the condition they were in at the Group's arrival. Floors must be swept/cleaned, tables and chairs returned to their storage spaces, left over food and beverages removed, trash bags removed, etc. All faucets checked to make sure they are turned off (especially in the restrooms). All electrical appliances must be unplugged, cleaned, and put away. If the gas stove was used, it too must be cleaned and all gas valves (including the main valve on the left side of the stove) turned to the off position.

Upon leaving, make sure all members of the attending Group have left the building, all windows are closed and locked, all light switches checked and turned off, and all exterior doors locked.

Any damage must be noted and reported to the Parish Administrator on the first business day following the event. Any keys must be returned to the Parish Administrator according to the scheduled return time/place.

Parking

Parking for events at Trinity Church is in the parking lot at the rear of the Church and on town streets. The Group will park according to the Town of Trumbull regulations and as posted. Out of respect for residents near the Church, please do not block driveways or use

them as turn-arounds. Please note that, depending on the day and time of day, the Church parking lot is shared with the neighboring library.

Group Contact and representative of the Church

Given the nature of group events, it is expected that the group will have a single point of contact upon which the Church may depend to organize both set-up and clean-up and also serve as the “go to” person in the event the Church needs to contact the group while they are at the Church. This person will be responsible for ensuring that policies are followed and clean-up is completed. The Church will provide a contact person who is reachable by phone for the duration of the event in the event that the group needs to contact the Church for any reason. This information will be provided at the time the keys are picked up.

Insurance Rider Request Sample Letter

Dear (insert your agent’s name here)

I have made arrangements with Trinity Episcopal Church of Trumbull, CT to use their facilities for (insert type of event here). I am writing to you to request the Trinity Church be listed as additionally insured on (our/my policy #) for the duration of this event

The event will be held on (insert date) and run for (insert number or dates of days). If you would please fax over a copy of the statement of Additionally Insured to the church, it would be greatly appreciated. The fax number for the church is 203-377-8202. If you have any questions, please feel free to contact me.

Sincerely,

(your name)

(your contact numbers)

TRINITY EPISCOPAL CHURCH
TRUMBULL, CT 06611
Request for use of Facilities Form

Application

Date_____

I/We request the use of Trinity Church's facilities for the following date(s), according to the following:

A fully refundable deposit of \$50 will be returned after the event when facilities are vacated in the condition in which they were found, parties have departed at the time as designated in the contract, and the keys have been returned. The user accepts responsibility to replace or repair anything damaged.

Alcoholic beverages may not be used with the following exceptions: wine/champagne or beer may be used in limited quantities at events sponsored by parishioners. No hard liquor is permitted under any circumstances. Use of such will result in immediate expulsion from the building. All provisions of Federal and State laws as well as Trinity Church's Alcohol Use Policy must be adhered to. At any event at which allowable alcoholic beverages are served, the person(s) responsible for the event must purchase, and show proof of, a one day liquor liability policy from an independent insurance carrier with a minimum coverage of \$1,000,000 and naming Trinity Church as an additional insured.

Those in charge will be responsible for securing the building after use and following the provisions as set forth in Trinity Church's *Building Use Policy*, a copy of which is attached. Appropriate keys will be assigned to the person in charge and arrangements for returning same will be made with the Parish Administrator.

Fees for the use of Trinity's facilities are listed in the *Building Use Policy*. Please make checks payable to TRINITY EPISCOPAL CHURCH. A payment of no less than one-half the total amount due is required within one week of the building use. The balance is due on receipt of the keys prior to the event. Payment requirements for long term usage will be determined by the Rector and/or Vestry.

Organization_____

Contact_____

Address_____

Phone/Cell

Phone_____

Date of Event_____ Set-up

Time/Date _____

Start Time _____ End Time _____

Approximate Number of People _____

Event
Description _____

Food to be served: Y____ N____ Cooking to be done: Y____ N____ Alcohol served:

Y____ N____

Special
Requirements _____

Facility(ies) to be
used _____

Total Fees Due (1/2 due one week prior to event – remainder due on key receipt)

(See Pages 5 & 6 of the Trinity Church *Building Use Policy*)

Certification:

In making this application to use Trinity Church's facilities on behalf of the organization listed above, the applicant agrees to abide by the Trinity Church Building Use Policy. The person listed on this application is responsible for ensuring the space is cleaned and back in the condition preceding the event. Any damage to facilities is to be reported to the Trinity Church office as soon as possible after the event.

I have read and agree to all requirements as delineated in the Trinity Church *Building Use Policy*.

Signature of Applicant _____

Date _____

Trinity Church Representative _____

Date _____

Trinity Parish Manual, January 2017
Appendix E: Building Use Policy, August 2017

Office Use Only:

Date application
received _____

Date Certificate of Liability Insurance

received _____

Security Deposit

Paid _____

Date application

approved _____