

Trinity Presbyterian Church

Building Users' Guide: Policies & Regulations Regarding Use of Church Facilities

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Summary of Building Policies and Regulations

PRIORITY OF USE

***Church Events may supersede
any previously scheduled/reserved activities
at any time***

The Priority of Building Use Shall Be As Follows:

1. Trinity Church use and Recognized Groups Within the Church:

- Church Services- (i.e. worship services)
- Sunday school, Adult Education Classes
- Regularly scheduled church activities- (i.e. Ministry meetings, music rehearsals)
- Church related activities- (i.e. the Boy Scout /Cub Scout troop sponsored by Trinity)

2. Church Members:

- Weddings, Memorial Services, and Receptions
- Individual Parties and Special Events (birthday or anniversary parties)
- Music Recitals (not including private recitals for students)
- Other informal Church Member requests

3. Community and Not for Profit Groups

Not-for-profit groups will have priority over commercial groups.

Examples of not-for-profit groups are AA, Mothers of North Arlington and Girl Scouts.

Examples of commercial groups include basketball and sporting leagues, caterers and chefs who rent Calvin Hall Kitchen.

WHAT YOU NEED TO KNOW ABOUT THE SPACE YOU ARE USING

POLICIES THAT APPLY TO ALL SPACES (EVERY GROUP SHOULD READ THESE CAREFULLY)

1. Smoking, weapons and use of alcoholic beverages or illegal substances are not permitted at any time anywhere inside the church buildings or on church property, and violations will result in immediate loss of building use and forfeiture of any fees paid.
2. Activities and programs are limited to the space that has been rented.
3. Users must leave the rented space reasonably clean and in the same condition or better than it was prior to the event and must remove all items associated with their program immediately following the event, except where otherwise arranged. If a configuration chart is provided in the room, please follow it. If the previous group did not leave the space clean, please notify the church office.
4. Please empty trash and recycling (if you have filled them up, or ALWAYS in the case of kitchen waste) in the dumpsters provided near the rear parking area behind the wooden gate.
5. Users are responsible for any damage their event causes to church property.
6. When children are in attendance, they must be under the control of their parents or adults at all times and are not permitted to roam freely around the church and grounds. All activities involving children and minors must be supervised by two adults.
7. Activities at Trinity involving children must comply with our Child Protection Policy.
8. Renters may not use the church's audiovisual equipment, supplies such as paper, photocopiers, computers, disposable tableware and disposable dishes.
9. The clean-up checklist must be followed.

FELLOWSHIP HALL USERS SHOULD KNOW

- Do not leave food in the refrigerator. Please take your leftovers with you.
- Trash, especially food trash, should be taken to the dumpsters located at the pre-school entrance to the church.
- The square tables with holes in them stored in the elevator hallway are **handbell** tables and are not to be used for **any other purposes at any time**. The choir storage room and all music related equipment is off limits (this includes the covered grand piano, except by prior arrangement) **Groups found using the handbell tables will not be allowed to rent space again.**
- Disposable items (plates, utensils, etc) in the kitchen pantry are for use by church groups only. Please bring your own or use the regular dishes and utensils and clean up afterwards.
- Groups may use the dishwashers for clean-up. Please leave empty.
- The Fellowship Hall tables and chairs should be returned to their original location and the space left set up according to the set-up chart on the wall near the light switches.

CLASSROOM USERS SHOULD KNOW

- Groups may use the DVD/TVs by prior arrangement.
- Please use dry erase markers only on the whiteboards.
- Please return all Bibles, books, etc. to the shelves where you found them.
- Please leave the room set up as you found it or according to the set-up chart posted near the light switch (if provided).

CALVIN HALL GYM USERS SHOULD KNOW

- Calvin Hall rental groups should remain in that portion of the building.
- Calvin Hall is used by many groups, so please respect your time and your responsibility to leave the space ready for the next group.
- Any tables or chairs used by your group must be returned to where you found them. In its ordinary set-up there should be no tables or chairs in Calvin Hall.
- Preschool play equipment in the corner of the gym is for preschool use only. Damage to this equipment because of unauthorized use will result in damage fee or inability to rent again.

OVERNIGHT GUESTS SHOULD KNOW

- Please be aware of other groups using the building and do not disturb their activities.
- You will be informed of other scheduled activities before your arrival.
- Remember that exiting the building between the hours of 10:30 p.m. and 6 a.m. will set off the alarm system and alert the security company. Make sure all members of your group understand this.
- It is your responsibility to clean up after your group. Please check all areas of the building to be sure members of your group have not left behind trash or left rooms in disarray.
- Please return all spaces to their original configuration or according to the chart located near the light switches (if provided).
- We do not have linens or laundry facilities.
- Dishwashers in the Fellowship Hall kitchen may be used. Please leave empty.
- Emergency contact in the night is _____ .
- Trash, especially food trash, should be taken to the dumpsters located at the pre-school entrance to the church on your departure.
- Any problems or damages should be reported to the church office.

Building Information

Accessing the Building

There are two main entrances to Trinity's facilities:

Entrance to Sanctuary/Church Offices Wing, accessed from the parking lot off of Inglewood Street. Also called the "Office Entrance."

Entrance to Education Wing (includes Trinity Pre-School, Calvin Hall gym and kitchen, John Knox Room), accessed from the parking lot off of 16th Street. Also called the "Playground Entrance."

Handicapped Access:

Handicap access is available through both entrances. There are handicapped permit parking spots at both entrances. An elevator connects all floors (providing handicap access to all areas except for the Landing Room). From the sanctuary/office wing enter the narthex and continue straight. The elevator will be on your left just before the stairs. From the education wing entrance proceed all the way through the education hallway and through the double doors into the other section of the building.

Pass the stairs and the elevator will be on your left. This elevator gives access to the following area:

Fellowship Hall	Basement level	G
Sanctuary, office and Narthex classrooms (Classrooms A and B, Library)	Level one	1
Upstairs classrooms (Lewis Room, Atwood Room, Room 236)	Level Two	2
Calvin Hall (Gym) and Calvin Hall Kitchen	Level Two Rear	2R

Hours of Operation

The facilities are open from 8 am to 10 pm.

Security Codes

The alarm system is turned on during the hours of 10:30 pm and 6 am and entry is not permitted during these hours. If you are renting during locked hours, you will be given an access code. Following receipt of your rental payment, you will receive a building access code which will be valid only for your rental period. It is your responsibility to communicate the code to your attendees. DO NOT post the code on the outside doors or prop doors open.

If your group is renting space overnight, please note that exiting the building after 10:30 p.m. and before 6 a.m. will set off the alarm and alert the security company.

Any violation of this policy will result in forfeiture of your security deposit, fine or loss of building use. The security codes are to be used only for admission to your event. Any use of the code for access to the facilities outside of the rental period will be considered trespassing. Persons who trespass are subject to prosecution under state law. Trinity Presbyterian Church reserves the right to demand and check the identification of any persons on church property.

A trespasser is:

a. a person who enters or remains in the church building when he or she is not privileged to do so and/or a person who uses his/her security code to enter the building at a time other than the agreed-upon rental time.

Key entry to Calvin Hall Kitchen: will be handled by separate agreement.