

TRINITY UNITED METHODIST CHURCH
BUILDING USAGE POLICY
For Private & Community Use

Trinity United Methodist Church exists to proclaim Jesus Christ and to serve as a center for Christian worship, learning, and community. Trinity's facilities are sometimes made available to members and friends in the community for special events that we deem in keeping with our mission and purpose. Those events might include showers, personal gatherings, and civic groups.

TO RESERVE A DATE

- Call (615-896-0413) or e-mail (trinityumcboro@gmail.com) the Church's Administrative Assistant during church business hours: Monday through Friday (8 a.m. - 4 p.m.).
- Provide information to the Administrative Assistant such as: nature of the event (meeting, celebration, ceremony, etc.), times (including setting up and cleaning up), date(s), occurrence, room(s) to be used, and how many people will be in attendance.
- Non-church related events for outside groups will need to be approved by Trustees. Please allow ample time for request and approval by the committee when requesting use of the building.

RULES GOVERNING USE OF CHURCH FACILITIES

1. **FELLOWSHIP HALL:** The Fellowship Hall is limited to a maximum of 100 people total. Once your activities have been completed, please make sure all tables and chairs have been cleaned, folded, and put away unless otherwise instructed. Also, the entire floor should be swept. If there are any sticky places on the floor, they should be mopped. All cleaning supplies, including mops and brooms, can be found in the janitor's supply closet in the back of the kitchen. All trash should be bagged and moved to the outside trash bin.
2. **SANCTUARY:** The sanctuary can seat up to 300 people. No food or drink is allowed in the sanctuary. The sanctuary can only be reserved with the pastor's approval. **Use of sound system must have approval in advance and only operated by a qualified person.**
3. **KITCHEN:** Microwave and oven may be used to reheat food. Use of the kitchen does **not** include the use of dishes or equipment unless specifically requested and approved. The kitchen must be cleaned thoroughly; with all pans and utensils both washed and put away. The floor is to be swept and mopped, and all trash should be removed to the outside trash bin.
4. **CHILDREN'S WING:** Children's/Nursery-Preschool/Sunday School Classrooms are not available for outside groups.
5. **ADULT WING:** Small meeting rooms may be reserved by groups depending on size of the group.
6. **CARE & CLEAN-UP:** The rooms shall be left in the same or better condition prior to the event with all decorations removed. Floors will be at least dry mopped. Spills will be mopped. Trash is to be put in garbage bags and placed in the dumpster. If additional trash pickup is required after an event, the extra fees will be paid by the user. All unused food must be removed from the building. All furniture must be wiped down/disinfected and put back in their original storage area. We require the building to be properly cleaned and disinfected before anyone else enters/uses the building. Checks can be made payable to Trinity United Methodist Church and dropped off at the church during business hours or mailed to Trinity United Methodist Church, 2303 Jones Boulevard, Murfreesboro, TN 37129.

7. **SUPERVISION:** All groups must have adequate adult supervision for minors as outlined in the UMC's Safe Sanctuary Policy, which states a minimum ratio of 1 adult per 8 children and a minimum of 2 adults at any gathering. TUMC reserves the right to oversee any event. **Any incorporated organization must provide a copy of liability insurance. All other groups must follow Trinity's Safe Sanctuary Policy.**
8. **CLOSING TIME:** Evening events will end by 10:00 PM, and the building will be empty by 11:00PM.
9. **SECURING BUILDING:** Before leaving all lights are to be turned off, and all windows and doors must be closed and locked.
10. **PLAYGROUND:** Entry into the playground is not permitted unless otherwise approved.
11. **DECORATIONS:** Shall reach no higher than 10 ft. in height so as not to interfere with the ventilation and fire protection system. No tacks, pins, screws, nails, staples, wire, or glue shall be used to secure decorations. Only tape/removable adhesive can be use on the acoustic tiles. All decorations must be removed immediately following the event.
12. **DAMAGES & OTHER:** Failure to comply with any of these regulations could be considered sufficient reason to rescind the privilege of future use. In case of damage, the deposit will be retained and you will be liable for anything exceeding the \$100 deposit.

RESTRICTIONS

- Trinity reserves the right to prohibit any activity or group whose message or intent is against the mission and vision of the UMC.
- The church is not available for rental space on Sundays to Non-Member groups due to Church activities.
- No events shall be scheduled to begin after 7:00 p.m. and must end by 10:00 p.m.
- All reservations are approved **for the specified rooms requested ONLY**; persons are asked to confine themselves and their guests to the area(s) requested.
- Clean-up is imperative since the church is a shared space with several other groups.
- Use of church equipment (i.e. children's toys, tricycles, etc.) and supplies (papergoods, etc.) is **not granted** with permission to use rooms.
- Alcoholic beverages and illicit drugs **are forbidden** on church property.
- There is **no smoking or vaping** allowed inside the church.

IMPORTANT NOTE: *The Trustees reserve the right to oversee or observe any events, and may end an event if a group is found deviating from the building usage policies. Should any damage occur to the building or any equipment, the Trustees will arrange for repairs of the damage at the expense of the contracted user.*

Trinity Rental Rates*	
Fellowship Hall	
4 hours	\$200
8 hours	\$300
Kitchen	
4 hours	\$50
8 hours	\$100
#36/38 or #1-5	
4 hours	\$60
8 hours	\$100
Other Meeting Rooms	
4 hours	\$30
8 hours	\$50
Outside Field/Parking Lot	
Daily	\$100
Sanctuary (300ppl)	
	\$1,000

Church Members receive 50% discount

Event Name _____

Date _____

Event Time: Start _____ End _____

Room(s) Requested _____

Price _____

I acknowledge that I have reviewed Trinity United Methodist Church's building usage policy and will adhere to it.

Signature _____ Date _____

**Pastor and/or Trustees chairperson reserve the right to make a discretionary waiver of fees.*