



Trinity Fellowship

. . . an Evangelical Free Church

Use of Trinity Fellowship Church Facilities

1.0 Guiding Principles

1.1. We believe that the Scripture teaches believers to be generous with all that God has entrusted to them while at the same time being responsible stewards of those same gifts. This policy is intended to implement a balanced approach to these principles.

1.2. These guidelines apply in principal to all use of Trinity's facilities, including use for church-sanctioned events (category 1 use), use by church members for personal events and use by non-profit organizations (category 2 use), use by non-members, commercial, and for-profit individuals or organizations (category 3 use), and use for weddings or large receptions (category 4 use). Contact Iva Foster at 281-482-0577 or 832-474-7737 or by email ivaf@trinityhouston.org.

2.0 Approval and Scheduling

2.1. Use of the facilities by an individual or organization must be approved by the General Board or their designated representative. Category 2 through 4 users must submit a signed Building Use Agreement and Release From Liability Form (see sample form attached).

2.2. Consult the official calendar for open dates and potential conflicts. Contact the church via e-mail or telephone to initiate the approval process. Trinity reserves the right to hold time blocks for the future scheduling of church events and to rescind reservations (and return deposits) if a church event must be scheduled in conflict with an outside event already on the calendar.

2.3. The General Board or their designated representative will determine if the user will be issued a key. If a key is issued, arrangements for obtaining and returning the key will be made with the General Board's designated representative.

3.0 Conditions

3.1. Any organization or individual who wishes to use any facility of Trinity Fellowship must agree to abide by all the policies and procedures herein. Violation of any of these policies or procedures may result in the withdrawal of approval to use the facilities. Such withdrawal shall be at the discretion of the General Board or their designated representative. The board or its representatives may withdraw approval of building use for consistent non-payment of fees in a timely manner.

3.2. The user will be responsible for the set-up and breakdown for each event. Since the regular cleaning schedule may not correspond to the user's event, any clean up required prior to the event will be the user's responsibility. In addition, the user will be responsible for the clean up of all trash, spills, etc. resulting from the event. The goal is to leave the facility better than it was found as the whole church community benefits from this service.

3.3. The facility will be inspected after the event. The inspection will be performed by the General Board or their designated representative and discrepancies (loss, damage, or uncleanness) will be reported to the General Board. Discrepancies found after category 2, 3 or 4 events will be corrected by a contractor chosen by Trinity Fellowship and all expenses and fees will be paid by the individual or organization that used the facility. Repeated discrepancies by regularly scheduled users may result in withdrawal of approval to use the facilities.

3.4. Equipment must be returned to the location from which it was taken, and arranged in a manner in which it was found. (Example: tables and chairs must be returned to the room where they are used by the church and placed in the room in the normal functional arrangement).

3.5. Instructions on setting the AC/heat are found on every thermostat. Insure that these settings are correct before leaving the buildings.

3.6. Insure that the building is locked and the key returned as previously agreed.

3.7. If, by agreement, the piano is to be used, all provisions in the Piano Use Policy must be followed. The piano must not be moved or used without prior permission.

3.8. If, by agreement, the sound and lighting systems are to be used, all provisions in the Sound System Policy must be followed. the sound system must not be used without prior permission.

3.9. If, by agreement, the kitchen is to be used, all provisions in the Kitchen and Tablecloth Policy must be followed.

3.10. If the facility is to be used for a wedding, large reception, or banquet, all provisions of the Wedding and Reception Policy must be followed.

4.0 Deposits and Fees

4.1. The application of deposits and fees for category 2, 3 or 4 uses will be at the discretion of the General Board.

4.2. Deposits and fees will be charged in accordance with the latest schedule approved and published by the General Board.

5.0 Prohibitions

5.1. Use of the facilities of Trinity Fellowship for any purpose other than specified in the Building Use Agreement is prohibited without prior approval of the General Board or their designated representative.

5.2. Nothing that is contrary to Trinity Fellowship's Statement of Faith may be taught or otherwise promulgated while using Trinity Fellowship facilities.

5.3. No illicit drugs, alcoholic beverages, or tobacco may be used on Trinity Fellowship property.

6.0 Building Use Fee Schedule

6.1. Categories 2 and 3:

Fees will be charged for category 3 uses and may be charged for category 2 uses at the General Board's discretion.

Fees are based on an approximately four (4) hour usage and may be modified for events lasting longer than four (4) hours.

Fees are based on the estimated number of attendees expected at the event. The estimated number of attendees will be noted on the Building Use Agreement Form. It is expected that this estimation will be made in good faith.

Building Use fee per use:

Auditorium, \$80.00 for each block up to 4 hours

Auditorium & kitchen, \$100.00 for each block up to 4 hours

Educational Building, \$12.00 for each classroom use of up to 4 hours

LIFE Room, \$60 for each block up to 4 hours

Deposits (if applicable):

Auditorium & kitchen, \$200.00

Educational building & LIFE Room, \$100.00

6.2. Category 4, weddings, large receptions and banquets:

Since these uses put a special burden on the church, it's staff and volunteers, the following fees will be charged for these events.

Base Fee based on attendance (this is also the amount required for the deposit):

Up to 100 people \$400

100 - 150 people \$500

150 - 200 people \$600

More than 200 people \$700

Additional Fees:

Set-up, prior to the event, with our representative on hand \$ 50.00

Set-up, as a separate calendar item, with our representative on hand \$100.00

Any clean-up needed after an event is over will be deducted from the deposit at a rate of \$50.00 per hour.

Tablecloths:

Our tablecloths are not always available, but when they are there is a \$6.00 cleaning fee per tablecloth. We have 14 round white tablecloths and 3 rectangular white tablecloths.

Sound System:

Sound system set-up and operation \$100.00

(more details for use, scheduling and guidelines available in section 10.0)

7.0 Piano Use Policies

7.1. The piano shall be kept in an air-conditioned or heated space.

Before moving into the auditorium, the auditorium must have had the A/C turned on for sufficient time to stabilize the temperature in the room.

The A/C unit in the piano storage room shall be left on continually.

7.2. The piano shall be kept closed and covered when not in use.

7.3. Under no condition shall food or drink be set on the piano or the piano bench.

7.4. Under no condition shall anything be set on the lid of the piano.

7.5. Children shall not be allowed to play around or under the piano.

7.6. The following designated church pianists and musicians have permission to use the piano:

Cheryl Kittle

Sue Walliser

Hannah Jackson

Jonathan Kittle

7.7. Use of the piano by others will require the permission of Cheryl Kittle or Cheryl Kingry.

7.8. Moving the piano from the storage room to the auditorium for other than planned services will also require the permission of Cheryl Kittle or Cheryl Kingry. The A/C must be adjusted as described above and in accordance with church guidelines.

7.9. Use of the piano by other than Trinity Fellowship members and attendees shall be in accordance with this and the Building Use policies.

8.0 Kitchen Policies

(Not yet available: please contact the church)

9.0 Wedding, Reception and Banquet Policies

(Not yet available: please contact the church)

10.0 Sound System Use

The purpose of this policy is to establish principles for use of the sound equipment at Trinity Fellowship so that the equipment is consistently available for and effective in its intended purpose of service to ministries and events at the Trinity Fellowship facility. To this end it is desirable for those operating the system to be sufficiently familiar with its function and limitations that the audible result is good and the equipment life is not compromised. Therefore:

10.1 The system shall be used only by approved qualified operators. The qualification of operators shall be evaluated by the chief audio engineer (Frank Kittle) or his designee. Training shall be provided by the evaluator if needed to achieve the required level of qualification. The level of qualification required will vary at the discretion of the evaluator, dependent on the intended use of the system.

10.2 Operators shall limit their use of the system to level of their qualification (approval).

10.3 Approved operators may enlist assistance of others for an event. However, the approved operator must be present and responsible for the use and care of the equipment.

10.4 Qualification of as an operator is not qualification as an evaluator or trainer. Only chief audio engineer shall designate evaluator/trainers.

10.5 If an event requires the use of the sound system, any approved operator whose level of qualification is consistent with the requirements of the event may serve. If none is readily available, the organizer shall contact the chief audio engineer at the earliest possible time to discuss the level of support needed. The chief audio engineer will either assign a qualified operator, or if the organizer prefers and the chief audio engineer agrees, arrange for an evaluator to meet with organizer's designated operator and evaluate and/or train them as required.

10.6 **Contact Frank Kittle at 832-452-6610 or fpkittle@earthlink.net** to discuss sound system use for your event.

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