



Trinity United Methodist Church

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Building Use Policy Booklet

NOTE: The information and fees within this document are subject to change at any time. Please check with the church office for any updates. Thank you.



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Trinity United Methodist Church Facilities Use Policy

Believing that all persons are created in God's image and are of sacred worth, that Jesus' message was one of inclusion of those rejected by mainstream society, and that each member makes inherent and valuable contributions to the Body of Christ, we of Trinity Church welcome into this congregation people of every age, race, ethnicity, gender identity, sexual orientation.

Introduction

NOTE: For weddings and similar events, please see the TUMC Wedding Policy for additional information.

Trinity United Methodist Church has an active ministry to children, youth, adults, and seniors. Our primary purpose is to carry on the ministry of the local church. Its programs and people are the top priority when it comes to building use. However, Trinity United Methodist Church still wishes to expand its outreach into the community by offering the use of its facilities.

Building use activities fall under the jurisdiction of the Board of Trustees. The Church Administrator manages building use. We will not finalize any commitment for building use until the Room Use Agreement has been completed and executed by the Church Administrator.

Trinity United Methodist Church has several long-standing relationships with several community organizations for ongoing use. Requests for ongoing usage will be considered based on availability, mission, and other factors. Local organizations and individuals can use our facilities for one-time or short-term usage. When possible, we attempt to make our facility available for such groups. Our priority is to the programs and membership needs of the church. Priority is then given to nonprofit groups that are supported by the church, and finally to other nonprofit organizations.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use our facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy are allowed within our buildings or on our grounds that conflict with the bylaws and the practices of this congregation and the denomination.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Fees for Facility Usage
- Impact Fees
- Miscellaneous Fees for Personnel, Equipment, and Supplies
- Rules and Regulations of the Board of Trustees
- Room Use Agreement Form
- Release and Indemnity Agreement Form

Steps to Facility Use Scheduling

- Fill out a Room Use Agreement.
- Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
- Return the **Room Use Agreement** to the Church Administrator who will evaluate your request and notify you if it is approved or not approved.

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COVID-19

The Covid-19 pandemic has forced Trinity to change how we clean, sanitize, and practice social distancing in the building. We want to provide a safe and clean environment for your wedding or reception.

We will assess an extra 10% on room or hall rentals to cover the extra cleaning and sanitizing the sextons must do after the event.

- Members and guests will have their temperature checked upon entrance. If you feel ill, please do not enter the building.
- Sanitize your hands upon entering the building.
- Masks are required for all older children, youth, and adults at all times unless medically excused.
- You must maintain a social distance of at least six (6) feet between individuals or family groups.
- No food or drink may be served in the building.
- No childcare will be available until further notice.
- Only one adult (or an adult with their child) may be in the restrooms at a time. Please wash your hands and sanitize all high-touch surfaces as you leave.

Fees for Facility Usage

Please note the fee schedule below. Also, be sure to review the Impact Fee schedule following the basic fee table.

A **Booking Deposit** (50% total fees plus \$150 refundable security deposit (required)) **must be paid immediately** to hold the date. We will generate the invoice for you. **Total Payment** is due **no later than 2 weeks prior** to the event. Failure to do so may risk losing the booking.

** An additional 10% to be added to the rental of these spaces as we comply with regulations regarding COVID-19 cleaning, sanitizing, and social distancing.*

ATTENTION:

Fees are for **one 4-hour segment** of time (Morning, Afternoon, or Evening).

Deposits are due the day we add the event to the church calendar.

Groups in Type B or Type C cannot use the Sanctuary, Asbury Hall, or the Kitchen without express permission from the Senior Pastor.

Type A: Receptions and Special Events (members)

Type B: Educational and other activities that are considered an extension of our ministry as evidenced either by our financial support or application through our Administrative Council as well as civic and service activities, including musical groups, service clubs, fraternal organizations.

Type C: Receptions and Special Events (non-members)

Room	Type A	Type B	Type C
Sanctuary ¹	\$300	\$750	\$1200
Asbury Hall	\$150	\$300	\$500
Vincent Hall	\$75	\$200	\$300
Hale Community Room (FULL)	\$100	\$300	\$500
Hale Community Room (PARTIAL)	\$75	\$150	\$300
Parlor	\$50	\$100	\$150
Primary Room	\$50	\$100	\$150
Grace Chapel ²	\$100	\$200	\$300
Demos Gym ³	N/C	\$40 an hour	\$40 an hour
Kindergarten Room	N/C	\$75	\$75
Children's Classroom	N/C	\$75	\$75
Other Classroom	N/C	\$75	\$75
Asbury Kitchen only (includes hostess fee of \$75)	\$150	\$150	\$200
Day-of changes	N/C	\$25	\$25

Funerals ⁴	Members	Non-Members
Sanctuary or Asbury Hall	-	\$500
Vincent Hall	-	\$200
Hale Community Room (FULL)	-	\$300
Pastor	-	\$250

¹ Reserved only with permission by Senior Pastor and Director of Music

² Add \$250 for portable sound system set-up

³ No food/drink allowed

⁴ Funerals and memorial services – special events in the life of the church – can pre-empt scheduled events.

Soloist	\$75	\$75
Organist	\$200	\$250

Miscellaneous Fees for Personnel, Equipment, and Supplies

Miscellaneous items can be reserved/purchased in advance of a meeting/event. We cannot guarantee their availability if they are requested the day of the event.

Item	Rates	Miscellaneous Items:	
LCD Projector*	\$100	Coffee (per person) (includes creamer, sweetener)	\$1.75
Laptop Computer (Windows installed)*	\$25	Bottled Water (each)	\$1.50
Flipchart & Markers	\$25	Place Setting (per person)	\$5
Concert Sound System ⁵	\$50		
Moveable Whiteboard & Markers	N/C	Personnel:	
Power Strip	N/C	Additional Kitchen Hostess/Server	\$75
Extension Cord**	N/C	Sexton hours past closing (per hour)	\$35
Podium Mic	N/C		
Wireless Mic	N/C		
Portable Screen	N/C		
Easel	N/C		
Moveable Podium	N/C		

* When using Apple products, users are responsible for bringing Apple-compatible dongles and adapters. Some HDMI cables and USB cables are available for use in the Hale Community Room.

** We have limited resources. Groups will normally get only one extension cord from the sextons.

Availability

Trinity Church Building closes on the following annual holidays and events:

Labor Day	Boar's Head Festival
Columbus Day	(2 nd weekend in January, Thursday thru Sunday)
Veterans Day	Martin Luther King Day
Thanksgiving (Thursday & Friday)	Presidents' Day
Christmas Day (or closest weekday)	Patriots' Day
New Year's Day (or closest weekday)	Memorial Day
	Independence Day (or closest weekday)

⁵ Includes setup and removal

Rules and Regulations for the use of the Property

Preferred Event Starting and Ending Times

- Monday through Friday from 8:00 a.m. through 9:00 p.m.
- Weekends from 8:00 a.m. through 3:00 p.m.

Groups must vacate the building no later than 9:30 p.m. (or 2:30 p.m. on Saturdays) to allow the sextons to close the building on time. The Gym must be vacated by 9:00 p.m. all evenings to accommodate cleaning. Events will not go past 10:30 p.m. without express permission from the Church Administrator or the Senior Pastor.

Exceptions to these times must be approved in advance and will be subject to a custodial surcharge of not less than \$35 per hour for each sexton on duty.

Users can begin setup of the rooms 1.5 hours in advance of an event (figured into the total hours on-site).

Spaces must be empty of trash, decorations, and leftover food/drink no later than 1.5 hours after an event (figured into the total hours on-site).

Emergency Scheduling Conflicts

The church reserves the right to pre-empt any previously scheduled event for its use in cases of emergencies, such as funerals. We will provide notice as early as possible.

Inclement Weather Policy

In the event of inclement weather, Trinity Church reserves the right to cancel events if there is a risk of harm to persons or property. If there is a question about a weather-related closing, please contact the church administrator as soon as possible.

Closings will be posted online on the church website and the closing lists of local television networks (on-screen and on their websites).

Room Setups

All rooms have a standard room setup. The Church Administrator will provide each group with a diagram of this standard for the room they are interested in using. Setup changes requested by the group are subject to approval by the Church Administrator. Our

sextons are not responsible for decorating or rearranging spaces after the initial setup. Renters are required to leave the room(s) as they found them.

Decorations

Decorations may be attached to the walls, doors, and light fixtures with **green painter's tape only**. Do not pin anything to the stage draperies. Do not decorate the hallways. Do not use permanent sticky tape to affix hooks, pins or other devices to walls, the stage, tables, or other furniture. (User may place signs on their own easels.) All decorations used must be removed immediately and completely following the event.

Electrical Extension Cords and Power Strips

We prefer that cords be no longer than 100 feet in length.

Per OSHA standards, extension cords

- 1) must be used with a GCFI outlet or circuit-breaker protected branch,
- 2) cannot be plugged into another extension cord,
- 3) should not be damaged in any way,
- 4) cannot be affixed to the floor or ceiling with nails or staples, and
- 5) cannot be run thru doorways.

Power strips cannot be connected to extension cords and are not to be used for high power loads such as refrigerators, heaters, or microwave ovens.

Storage

Organizations using the facility will be responsible for storing props and accessories offsite.

Organ and Piano Use

The Director of Music Ministries may grant permission to use the organ or pianos. If the user wishes to have instruments tuned, they will be tuned at the user's expense by a craftsman approved by the Director of Music. Pianos cannot be moved except by permission from the Director of Music or the Church Administrator and may require the assistance of professional movers in the case of grand pianos. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after moving.

Sanctuary Sound System

The sound reinforcement system is available upon request. The system may be operated by a church staff member or by technicians pre-approved by the Church Administrator. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors without prior approval.

Kitchen Use

Any use of the kitchen requires a non-negotiable fee of \$150, which pays for the kitchen and a kitchen hostess. Outside caterers may prepare or reheat foods with permission from the Church Administrator.

We have limited refrigerator and freezer space. Please plan accordingly. Label items that are in the refrigerator or freezer with name and date. Do not use what is not yours. Do not leave items behind after your event. They will be thrown away immediately.

The coffee maker, accessories (pots, thermoses), and condiments are Trinity Church property. If you wish to make coffee, you must bring coffee and filters, creamer, sugar and follow the instructions of the kitchen hostess to prepare it.

Everyone will use the correct method of washing, sanitizing, and drying dishes, utensils, and equipment. No items may be left in the dish drainer to dry. If you use the automatic dishwasher, follow the written instructions. Be sure all items are completely dry before putting them away.

If you bring in dishes or cooking pans, make sure they are labeled or marked with a name and phone number that will not come off or disappear with washing. Unclaimed items after one (1) week will become part of Trinity Church inventory or, if necessary, thrown away.

Soiled dishcloths and towels need to be placed in a bag and given to the sexton. They are responsible for getting them to the right person for cleaning.

Regarding Breakage

All persons and groups using our facilities are expected to exercise reasonable care and judgment in such use to prevent defacement, damage, or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment

of the church administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

Trash

Groups are responsible for collecting their trash in the bins provided. If there is overflow, notify the sexton on duty. Be sure to peruse any rooms or gathering spaces for trash as well.

Food and Drink Outside the Kitchen area

There is no food or drink allowed in the Sanctuary, Grace Chapel, or Demos Gym except water bottles. All other food and drink require approval in advance, as noted in the **Room Use Agreement**.

Supervision of children and youth

This church has adopted the policy of Safe Sanctuaries for children and youth. All users of the facility are expected to follow the guidelines of this policy, including the following:

- No fewer than two adults must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least five years older than the children with whom they are working.
- At least one of the adults present must have current First Aid and CPR certifications.
- The adults involved with the children must receive annual training related to child abuse prevention.

Direct any questions regarding this policy to the Associate Pastor.

Nursery Use

The nursery facility is available by arrangement at least two weeks before the event by contacting the Church Administrator. Our safety standards require that two nursery care providers must be present to operate the nursery. At least one of these must be a **Trinity United Methodist Church** qualified caregiver; both should be adults over the age of 18. If a youth is helping, they should be no less than five years older than the oldest child and not related to the adult in charge.

Copies of the “*Trinity Church Safe Sanctuaries Policy*” are available upon request.

Bicycles and Skateboards

No bicycles or skateboards are allowed inside the church facility. Bicycle racks are provided at the front entrance and outside the Community Entrance.

Parking

Parking on the church campus is available only during the period that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically designated as handicapped, school or first-time visitor spaces. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property. Please follow the painted directional signs on the pavement for the proper flow of traffic. Do not block doorways or the rear driveway. Trinity Church is not responsible for damaged vehicles from falling ice and snow. In winter, use good judgment when parking under eaves from which ice and snow may fall.

Security

Our church works to maintain a safe and secure environment within the facility. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

No Games of Chance

Denominational church policy prohibits the use of games of chance or gambling on the church premises, including such activities as raffles or lotteries. Violation of this rule can result in canceling a group's use of the facilities and refusal for future requests.

"No Alcohol or Drugs" Policy

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the parking lot. Violation of this rule can result in canceling a group's use of the facilities and refusal for future requests.

"No Smoking or Vaping" Policy

Smoking and vaping are not allowed in the church building or on church grounds (including the parking lot). Individuals may smoke on the sidewalks bordering Sumner Avenue and Continental Street. Do not throw away cigarette butts in any trash bin or on the church grounds. Group leaders are responsible for policing their members and picking up any butts as needed. Violation of this rule can result in canceling a group's use of the facilities and refusal for future requests.

Final Decisions

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or our customary practices not specifically mentioned here, the Church Administrator or a delegated representative shall decide the matter. All individuals and groups shall abide by the Church Administrator's directions or immediately forfeit the use of any part of the facility.

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Trinity United Methodist Church
361 Sumner Avenue
Springfield, MA 01108
Phone: 413-737-5311
Email: info@trinityspringfield.org

Room Use Agreement

Please complete the entire form

Date of Request _____

Name of Organization _____

Responsible Person _____

Non-Profit Status _____ **Federal ID No.** _____

(Attach IRS determination letter)

Address _____

Organization Day Phone _____

Email _____

Organization's Purpose _____

Event Name and Description _____

Contact Person's Name _____

Caterer's Name and Contact Information _____

Date(s) Requested _____ **Start Time** _____ **End Time** _____

(Dates may not be scheduled more than nine months in advance, except with specific permission.)

Will you require extra time before or after the event for set up and clean up?

Yes No

Will the event be recurring?

One time only Monthly Weekly Multiple days

Which day of the week?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Room(s) Requested:

Sanctuary Asbury Hall Vincent Hall Hale Community Room Parlor
 Primary Rm. Grace Chapel Demos Gym Kindergarten Room
 Children's Classrooms Other Classroom Asbury Kitchen

Anticipated Number of Participants:

Will a participant fee be charged? Yes No

Will food or drink be consumed? Yes No

Release and Indemnity

This Release and Indemnity Agreement is between the organization named above ("Organization") and Trinity Church.

RECITALS

- The church is the owner of the real property and improvements located at 361 Sumner Avenue, Springfield, MA 01108 ("Property").
- **Organization** desires to use the property described above for meetings and other activities.

AGREEMENT

NOW, THEREFORE, in consideration of this church permitting **Organization** to use the Property and improvements described above, **Organization** agrees as follows:

1. **Organization** at this moment releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any liability, claims, demands, losses, or damages arising out of **Organization's** use of the Property. If any member, guest, invitee, or participant of **Organization** makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with **Organization's** use of the Property, **Organization** will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. **The Organization** represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, the **Organization** will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under the **Organization's** general liability policy.

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to or participating in, the activity named above, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that I/we will use the church property per the Rules and Regulations of the Board of Trustees, and I now consent to the Release and Indemnity Agreement.

Date _____

Signature _____

Print Name _____

Title _____

Credit Card Number & CVV _____

Expiration Date _____

Billing Address _____

FOR OFFICE USE ONLY

Room Use Category: _____

Request Approved _____

Request Denied _____

Agreed Upon Fees _____

Special Needs or Requests:

(Note your equipment needs here. We will attempt to meet your needs but cannot guarantee that for every request.)

Set-Up Instructions:

Please choose a setup below and note the number of required tables, chairs. We will set up the rented space accordingly. Renter is responsible for final adjustments.

Available table and chairs:

5' round tables

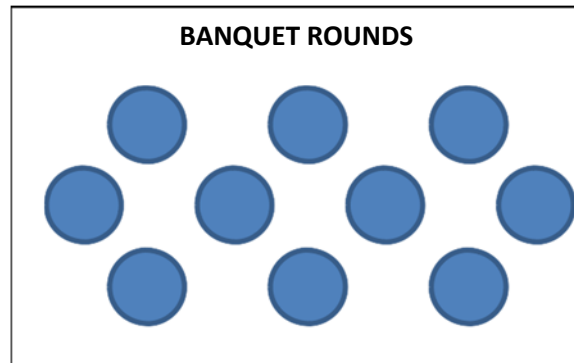
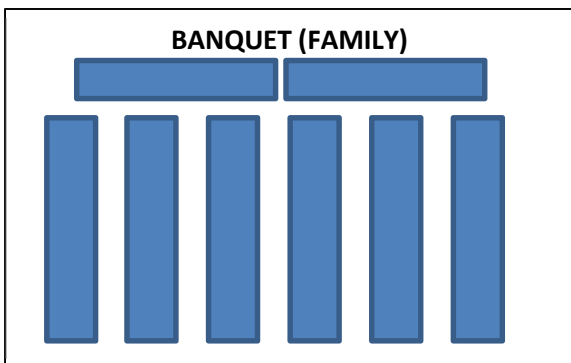
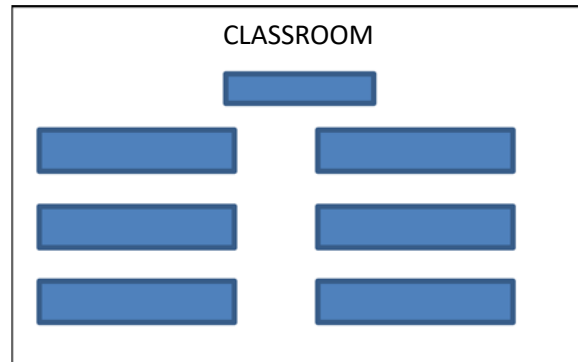
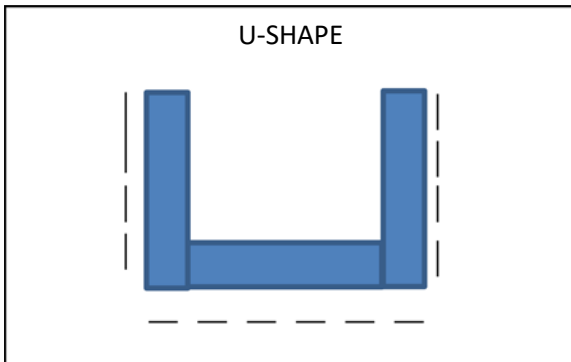
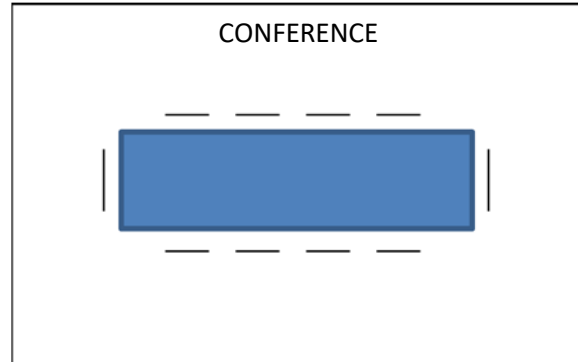
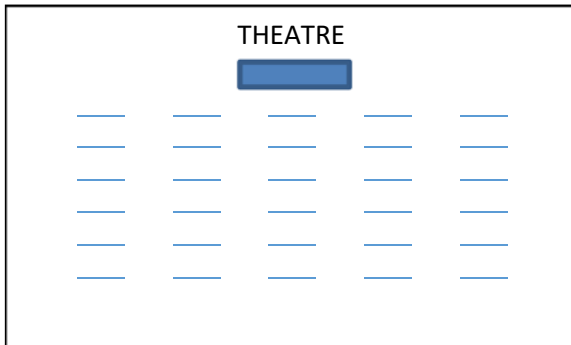
8' x 30" rectangle tables

6' x 30" rectangle tables

red stacking chairs

6' x 18" training tables

white folding chairs



Room Setup Capabilities:

Room	Size	Sq Ft	Classroom	Theatre	Conference Open Square	U- Shape	Banquet (Family)	Banquet (Rounds)	Standing Reception
Asbury Hall	50 x 54	2700	150-200	216	90	77	216	216	216
Grace Chapel	20 x 51	1020	Fixed worship seating for 110~						
Bill & Lib Hale Community Room		1680	93-120	160	56	48	168	140	210-280
Vincent Hall	35 x 27	945	60	96	31	27	96	78/85	96
Sanctuary	105 x 39	4095	Fixed worship seating for 788						
Gym	40 x 68	2720	Hardwood playing surface; Max allowed capacity 140						
Parlor	36 x 21	756	42	94	21	21	75	63	94-126
Primary Room	43 x 22	946	52	118-157	31	27	94	78	118-157
Parlor/Primary Room Combo	79 x 21	1659	94	212-283	56	48	170	141	212-283
Kindergarten	24 x 22	528	Fixed classroom setting for 25-50						

* Maximum allowed per the Springfield Fire Marshal

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