



# Trinity United Methodist Church

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# Building Use Policy Booklet



# 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. Its 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. No commitment for building use is finalized until the Room Use Agreement has been completed and executed by the Church Administrator.

Trinity United Methodist Church has a number of long-standing relationships with several community organizations for ongoing use. Availability for such ongoing usage is limited but can be considered. 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 first 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 may take place within our buildings or grounds that conflicts 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.

## Fees for Facility Usage

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

**Booking Deposit = 50% total fees plus \$150 security deposit**

**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, etc.

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

Room <sup>1</sup>	Type A	Type B	Type C
Sanctuary <sup>2</sup>	\$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 <sup>3</sup>	\$100	\$200	\$300
Demos Gym <sup>4</sup>	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 <sup>5</sup>	\$150	\$150	\$150
Day-of changes	N/C	\$25	\$25
Electronic Equipment (Asbury Hall or Hale Room)	N/C	\$100	\$100

Fees are based on one 4-hour segment of time (Morning, Afternoon, or Evening). Deposits are due the day the event is added to the church calendar.

Groups in the categories of Type B or Type C are not eligible to use the Sanctuary, Asbury Hall or Asbury Hall Kitchen on Sundays except with express permission from the Senior Pastor.

<sup>1</sup> Refundable security deposit of \$150 for Sanctuary/Asbury Hall/Grace Chapel/Hale Community Room required

<sup>2</sup> Reserved only with permission by Senior Pastor and Director of Music

<sup>3</sup> Add \$250 for portable sound system set-up

<sup>4</sup> No food/drink allowed

<sup>5</sup> Includes Kitchen Hostess fee of \$50

## Impact Fees

	0-20 people	21-99 people	100+ people
Minimal Set Up <sup>6</sup>	\$25	\$50	\$75
Substantial Set Up <sup>7</sup>	\$30	\$75	\$100

Impact fees are charged at the discretion of the Church Administrator taking into account factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors impact fees may be in excess of these guideline amounts.

## 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	Meeting Planner Packages:	Rates
LCD Projector*	\$100	Screen/Projector/Power Package	\$100
Laptop Computer (Windows installed)*	\$100	Above + Podium, Mic	\$125
Flipchart & Markers	\$35	Above + Flipcharts & Markers	\$150
Easel	N/C		
Moveable Whiteboard & Markers	\$15	<b>Miscellaneous Items:</b>	
Power Strip	N/C	Coffee (per person) (includes creamer, sweetener, etc.)	\$3
Extension Cord	N/C	Bottled Water (each)	\$1.50
Podium Mic	\$30	Paper Place Setting (per person)	\$5
Wireless Mic	\$30		
Portable Screen	N/C	<b>Personnel:</b>	
Concert Sound System	\$100	Additional Kitchen Hostess/Server	\$50
Moveable Podium	N/C	Sexton hours past closing (per hour)	\$35

\* 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.

### **Availability**

The building is closed on the following annual holidays and events:

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

<sup>6</sup> Chairs only

<sup>7</sup> Tables, Chairs, other equipment

## Rules and Regulations of the Board of Trustees

### ***Regarding Breakage***

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order 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.

### ***Room Setups***

All rooms have been designated with 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. Any setup changes requested by the group are subject to approval by the Church Administrator and are considered in the calculation of Impact Fees noted above.

### ***Decorations***

Decorations may be attached to the walls, doors, and light fixtures with green painter's tape only. Nothing can be pinned to the stage draperies. No decorating is permitted in the hallways. All decorations used must be removed immediately and completely following the event.

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, leftover food/drink, etc. no later than 1.5 hours after an event (figured into the total hours on site).

### ***Organ and Piano Use***

Permission to use the organ or pianos must be granted by the Director of Music. 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 trained volunteer (at a cost of \$25 per hour) 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.

### ***No Games of Chance***

Denominational church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

### ***Alcohol 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.

### ***Smoking Policy***

All members of all groups using our facilities shall abide by a "no smoking" rule in all parts of the building, including corridors and restrooms. Smoking is permitted on the sidewalks bordering Sumner Avenue and Continental Street. Do not throw away cigarette butts in any trash bin or on the church grounds. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

### ***Final Decisions***

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

### ***Storage***

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

### ***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 5 years older than the children with whom they are working.
- At least one of the adults present must be currently certified in First Aid and CPR.
- The adults involved with the children must receive annual training related to child abuse prevention.

Any questions regarding this policy should be directed to the Associate Pastor.

### ***Nursery Use***

The nursery facility is available by arrangement at least two weeks prior to 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 5 years older than the oldest child and not related to the adult in charge.

Copies of the *Trinity Church Safe Sanctuaries Policy* is available upon request.

### ***Food and Drink***

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

### ***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.

The building must be completely cleared not later than 9:30 p.m. (or 2:30 p.m. on Saturdays) to allow the building to be closed promptly. The Gym must be vacated by 9:00 p.m. all evenings to accommodate

cleaning. Exceptions to these times must be approved in advance and will be subject to a custodial surcharge.

### ***Emergency Scheduling Conflicts***

The church reserves the right to pre-empt any facility use for its own use in cases of emergencies, such as funerals. Notice will be provided 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).

### ***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 of time 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.

### ***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.

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

## Room Use Agreement

*Please complete 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** \_\_\_\_\_

**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:**

<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Asbury Hall	<input type="checkbox"/> Vincent Hall
<input type="checkbox"/> Hale Community Room	<input type="checkbox"/> Parlor	<input type="checkbox"/> Primary Room
<input type="checkbox"/> Grace Chapel	<input type="checkbox"/> Demos Gym	<input type="checkbox"/> Kindergarten Room
<input type="checkbox"/> Children's Classrooms	<input type="checkbox"/> Other Classroom	<input type="checkbox"/> Asbury Kitchen

**Anticipated Number of Participants:**

**Will a participant fee be charged?**  Yes  No

**Will food or drink be consumed?**  Yes  No

**Special Needs or Requests:**

*(Note equipment needs here.)*

**Set Up Instructions:**

*(Please note the number of required tables, chairs, etc.)*

*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*

# Release and Indemnity

This *Release and Indemnity Agreement* is between the above-named organization (“Organization”) and our 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** hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all 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. **Organization** represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, **Organization** will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under **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 for which this application is being made, 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 the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby 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 \_\_\_\_\_