

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

*COVID-19 UPDATE: No reservation requests will be approved for any *new* outside groups.

- Call (615-896-0413) or e-mail (trinityumc@comcast.net) 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.
- Please allow one week for the Administrator to submit your request for approval by the Trustees.
- If approved, you will be notified and your reservation will be added to the church calendar.

BUILDING USAGE POLICIES

- All reservations are approved **for the specified rooms requested ONLY**; persons are asked to confine themselves and their guests to the area(s) requested.
- The sanctuary can only be reserved with the pastor's approval.
- There is **no smoking or vaping** allowed inside the church.
- Alcoholic beverages and illicit drugs **are forbidden** on church property.
- Movement of any item from its normal location must be approved by Trustees and returned to its normal location immediately following the event.
- Use of church equipment (i.e. children's toys, tricycles, etc.) and supplies (papergoods, etc.) is **not granted** with permission to use rooms.
- No tacks, screws, nails, staples, wire, or glue shall be used to secure decorations. All decorations must be removed immediately following the event.
- Use of the kitchen does **not** include the use of dishes or equipment unless specifically requested and approved.
- No events shall be scheduled to begin after 7:00 p.m. and must end by 10:00 p.m.

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.*

CLEANING POLICY

- All groups must use the cleaning supplies provided to wipe down common contact areas in the room(s) used: light switches, tables, chairs, etc.
- All furniture must be wiped down/disinfected and put back in their original storage area.
- If a group is using the Fellowship Hall and Kitchen areas, they will sweep and mop the floors.
- All decorations must be taken down.
- Trash should be emptied and thrown away in the dumpster.
- Please leave the building the same way or better than when you found it.
- For any large event not deemed a meeting, we require a \$100 cleaning fee to ensure the building has been 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.

BUILDING USAGE FEES

Church Members* and Non-Church Members

Mandatory \$100 cleaning fee for large non-church related events.

Church Members*

No charge for building usage

Non-Church Members

Suggested donation deemed appropriate by the group using the facility.

(Trinity's Sunday School classes and groups use our facilities at no cost.)

*Includes the son/daughter of a Trinity member.