



## Holy Trinity Evangelical Lutheran Church

2922 Sandy Plains Road, Marietta, Georgia, 30066 770-971-4600

Church Administrator: [thodges@holytrinitymarietta.org](mailto:thodges@holytrinitymarietta.org)

**APPLICATION FOR USE OF FACILITY** - Approval based on availability.

Applications for facility use must be submitted to Church Administrator and approved before facility rooms and outdoor areas can be reserved. Use of facility is for church members only.

<b>Name of Organization or Ministry:</b>	
<b>Type of Event:</b> (is it a meeting / craft fair / dinner)	
<b>Date(s) of Event:</b>	
<b>Time of Event:</b> (include set-up and clean-up time)	
<b>Space Requested for Event:</b>	
<b>Space Set Up Needs:</b> (responsible for own cleanup)	
<b>Usage Needed:</b> if applicable (kitchen, oven, ice machine, tables)	
<b>Is this an Ongoing Event or One Event?</b> (circle one)	One Time    Weekly    Monthly    Annually
<b>Event Contact Person</b> - responsible for the Event.	Name:
	Email:
	Phone:
<b>Church Member Responsible</b> for the use of the facility if different than Event contact Person: <b>(A church member is required to be present at event during times and dates requested)</b>	Name:
	Email:
	Phone:

**Release statement:** I have read, signed, and understand the requirements of Holy Trinity Lutheran Church’s Facility Use & Key Policy and Fees for Guests, Groups, and Events and agree to abide by these policies and guidelines (attached). I accept liability for the facilities and will ensure these guidelines are followed. Signed Usage Agreement must be attached when this form is submitted. The After-Use Post checklist form must be completed and returned immediately following usage.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Office Use: \_\_\_\_\_ Approved \_\_\_\_\_ After Usage Inspection Checklist Received



## Facility Usage – Post Use - Checklist

**Please complete and place in the Church Administrator’s mailbox within 24 hrs after use of facility or the kitchen.**

To ensure your safety and to maintain the facility at Holy Trinity and its equipment (kitchens, meeting rooms, appliances, property) please mark that all items below have been completed and inspected by you and your group:

### Facility:

- Return room(s) to original set up (or as instructed by Facilities Manager)
- Turn off all lights, faucets, and equipment.
- Securely Close Refrigerator, Freezer & Ice Maker Doors.
- Lock all exterior doors.
- Remove all signage, personal items or other related (as applicable)
- Return All Keys (in person or place in Administrators Mailbox)
- Place this Completed Post Use Check List in Church Administrators Mailbox before leaving.
- Leave a note attached to check list or in the church office if any items need restocking.
- Report all incidents to Church Administrator (attach in writing to check list)

### Cleanliness:

- Wash hands and use plastic gloves while handling food.
- Sweep the floor & mop up spills | Wipe off tables and counter tops.
- Clean all counters well. Items on counters should be moved to ensure counters are well cleaned.
- Wipe down stove, griddle, broiler, oven, and convection oven. Use brick to clean griddle.
- Clean out all the sinks and ensure the food scraps are discarded in trash.
- Take all leftover food. Do not leave in room, in refrigerator or in freezer.
- Do not leave plastic trays, containers, lids, or things of this nature in kitchen or rooms.
- Empty trash cans and bring trash to dumpsters located at the back of the parking lot.

### Use of appliances:

- Receive training or read dishwasher and other equipment instructions completely before using. Large pieces of food debris should be removed before placing items in dishwasher.
- Dishes washed & put away | Dishwasher left empty.
- Ensure the pilot lights are lit on each stove burner and in the oven.
- If you use the stove, turn on the hood supply light as well as the hood exhaust. You need to use both.
- After use, ensure ALL stove hood lights, and hood supply exhaust are turned off.

### Dinnerware, Pots and Pans, Utensils, etc:

- Put away all dishes, silverware etc. in their designated places. Silverware may need to be wiped dry before putting away. The dishes will air dry in a very few minutes as they come out of the dishwasher (very hot). This is preferable to drying with towels (which carry bacteria).
- Pots and pans should be washed in the four sinks under the rack where the pots and pans hang. Use two sinks to wash, one to sanitize and one to rinse. Because dish cloths and towels carry bacteria when used, just hang the pots and pans up to drip dry.
- Ensure that any items borrowed from church are signed out and returned promptly.

### Linens and Things:

- Wash tablecloths, towels and dish cloths at home and return within one week.

### Left Overs:

- Please do not leave leftovers or unused food.
  - a. Donate it to M.U.S.T. Ministries. M.U.S.T. will now only accept UNOPENED containers of food.

**Completed By:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Event:** \_\_\_\_\_



# Holy Trinity Evangelical Lutheran Church

## Facility Usage | Event Set Up Form

(Attached to Request form to be submitted to Facilities Manager to oversee)

Date of Event : \_\_\_\_\_

Contact Name: \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Room Assigned: (check one) \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Upper Room \_\_\_\_\_ Classroom

Set Up time \_\_\_\_\_ Clean Up time \_\_\_\_\_

Caterer Name \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Please indicate # of each item needed:

(Note: some items may not be available, pending room selection)

\_\_\_\_\_ 6' banquet tables (seat max. 8 people) \_\_\_\_\_ Chairs

\_\_\_\_\_ 8' banquet tables (Upper Room only; seat max. 10 people)

\_\_\_\_\_ 42" rounds (Upper Room only; seat max. 8 people)

Room configuration (Use back of form if necessary):

\_\_\_\_\_ Kitchen Use \_\_\_\_\_ Oven Use \_\_\_\_\_ Ice Machine Use

After Hours - Facility Manager Fees\*: \$25.00 x \_\_\_\_\_ hours = \_\_\_\_\_

\*Payment is made directly to the Facility Manger



## Holy Trinity Lutheran Church Policy Statement:

### Use of Church Facilities for Meetings and Gathering Purposes – Church Members Only

The use of Holy Trinity facilities to directly solicit commercial sales of goods or services is not permitted. However, members of the congregation who are paid professionals in various industries may host small-group meetings or seminars that are general in nature subject to the following guidelines:

1. Meeting dates, times and rooms scheduled must receive written approval by the church administrator based on availability and appropriateness of use as well as the agreement of safe social distancing procedures and other guidelines (for example, meetings may not be conducted in the church sanctuary).

#### Specific Guidelines for all meetings and gatherings:

- All Meetings/Gatherings must be pre-scheduled and approved by Church Administrator via e-mail in advance with a signed Facility Usage Form completed and submitted at time of request.
  - Only church sponsored meetings or gatherings will be approved. No outside groups will be allowed.
  - Max # people at all times in any room or designated area. (see participant capacity guide)
  - Must use social distancing of 6ft at all times.
  - All Participants will be required to wear masks at all times in meetings & inside the building.
  - Temperatures must be checked upon arrival.
  - List of participants must be kept on file for each meeting/gathering.
  - All Participants will be required to properly sanitize the room after its use and sign off on report
2. Presentations must be of a general, informative nature and may not directly solicit sales of products or services to attendees. Presenters may distribute business cards at the end of presentations but only for purposes of later, offsite communications with attendees.
  3. Only proposed presenters who are members of the HTLC congregation may use the church's facilities
  4. Presenters may not collect personal contact information from attendees at or during the meeting but may accept unsolicited contact information when passing out business cards at the end of the meeting.
  5. Presenters must explicitly state, verbally and as part of written or video materials, that Holy Trinity is not a sponsor of the meeting and does not recommend or endorse any services or products discussed in the meeting. No specific provider or company names may be used in presentation materials, with the exception of business cards distributed at the end of such meetings.
  6. The subject matter and any presentation materials (PowerPoint slides, written handouts and the like) proposed to be presented to attendees must be provided to the Holy Trinity church administrator for review and approval at least two weeks before any proposed meeting.
  7. Presenters may indicate that the location of the presentation will be at HLTC but may not in any manner state or imply that that HTLC is a sponsor of the presentation or in any way endorses any products or services. If presenters intend to distribute advance information to the public, any such communications must be submitted to the Holy Trinity church administrator at least two weeks in advance before being communicated to the congregation or the general public.
  8. No opinions relating to political, religious, cultural or social issues may be expressed in any such meetings.

**Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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### Facility Use Policy and Fees | For Member / Guest Groups and Events

#### Part A: Permission for Building Use

- An [Application for Use of Facility form](#) must be submitted to the church office in advance and approved by the church administrator before any event, meeting or gathering will be put on the church calendar. The form will include information about the nature of the group and event, the name and contact information of responsible party, the dates, times, and space requested for the function.
- Groups and organizations of the church have full use of the building at no charge, subject to available space, as determined by the master calendar in the office.
- Individual members in good standing of Holy Trinity may request the use of the church building for personal use (such as birthday, anniversary, etc.) at no charge for facilities, subject to guidelines.
- Non-profit service organizations in the community may apply to the church office for the use of our facilities, subject to availability. Normally, such requests will only be granted when the group includes a member in good standing of Holy Trinity ELCA, and the usage will not conflict with purpose or policies of the congregation. Fees may apply. The staff may approve or decline any such request.
- Other organizations or groups (besides non-profit service organizations) may apply to the church office for the use of our facilities, subject to availability. Fees may apply. Normally, such requests will only be granted when the group includes a member in good standing of Holy Trinity ELCA, and the usage will not conflict with the purpose or policies of the congregation. The staff may approve or decline any such request.
- All ongoing or regularly scheduled use of the facility by outside groups will require approval of the Holy Trinity ELCA Congregation Council.

#### Part B: Guidelines for Building Use

- A Facility Use Form is to be completed by a representative of the organization and submitted to the Church Administrator prior to any event being approved and added to the Master Calendar. Any groups outside of church ministries as well as any organizations or individuals requesting the use of the church facility must have a church member who will assume responsibility and be in attendance of any event where the use of the church facility is requested. Groups are responsible for their own room set up and clean up within the facility guidelines unless prior approval has given for facility manager to set up. All usage needs including the need for equipment or appliances use must be submitted on the facility request form and approved otherwise, usage of these items are not be permitted or be available.
- Each guest group or organization must designate a representative (must be a church member) who will consult with the church staff in advance of the event and be responsible for:
  - Submitting Facility Usage Form to be approved in advance with a signed agreement consent form returned to Church Administrator.
  - Only church member or church sponsored meetings or gatherings will be approved. No outside groups will be allowed.
  - Custody of a key, if needed, and unlocking and relocking all doors and windows.
  - Regulating thermostats for heating and cooling, according to instructions
  - Accounting for damages to the facility or facility being left in a poor condition.
  - Sanitizing the room as well as basic clean-up, such as putting trash in bins and removing trash to the dumpster, and otherwise leaving the room in the same set up and condition as at the beginning of the event. This is required of those hosting gatherings prior to leaving the facility.

- Ensure policy and procedures are followed as well as any COVID guidelines.
  - Completing and submitting Post Use check list within 24 hours to church administrator.
- The facilities manager is usually available in the building Monday through Thursday, 9:00 am - 1:00 pm, and other hours as necessary for regular church functions. Church office hours are Monday through Thursday, 9:00 am- 5:00 pm. Any group using the facility outside these times must arrange for access to the building with the facilities manager in advance.
  - Requests for set-ups of tables and chairs, the use of kitchen, appliances, audio-visual equipment, etc. must be stated completely on the Facility Use Form and must be reviewed with the church facilities manager on usage. Members and outside groups may be charged facilities manager and equipment use fee if the event is not church related. (Usage Training is required on all equipment used)
  - The facility must be cleaned and left ready for its next use by the group using the facility. The Post Use Checklist must be completed and submitted to the Church Administrator within 24hrs of usage. If the facilities manager is needed outside regular working hours for take-down and clean-up to accomplish this, an extra fee will be applied.
  - Church-owned equipment and or musical instruments may be used only with the specific permission of the Administrator, Facilities Manager or Director of Music. All equipment must be signed out with a return date required. Equipment will be inspected upon its return and must be signed back in by borrower.
  - Groups using the facilities may use the kitchen facilities, following kitchen use guidelines.
  - When minors will be present in the church facility, the group must provide the church with a written plan on how they will be supervised. All supervision must be consistent with the Holy Trinity Safe Church Policy. Depending on the circumstances, the group may be asked to supply additional information, such as permission letters from parents/guardians, medical and insurance information, etc.

**Part C: Fees**

- Fees and deposit are required for the use of the church facility for non-church functions. Deposits will be refunded when the Post Use check list is received, and the used facility inspected as well as any keys received returned to the office and all other required fees have been paid.
- Fee if facility manager is required (outside regular working hours) \$25 per hour, with three hours minimum. Facility manager fees are paid directly to Facilities Manager.
- Groups using the facility will be responsible for damage done to any church equipment or furnishings. There will be a \$50 fee per damage incident, in addition to the cost of repair or replacement by the church. A cleaning fee of \$50 will be charged if post use checklist is not completed.
- The staff may waive or modify the above listed fees at their discretion.

**Part C: Fees & Deposit - DEPOSIT AND ROOM FEE SCHEDULE FOR GUEST GROUPS WITH CHURCH MEMBER PARTICIPATION OR NON-CHURCH FUNCTIONS.**

<u>DEPOSIT (refundable)*</u>	<u>FEE (nonrefundable)</u>		
Fellowship Hall w/Kitchenette:	\$150 deposit	Fee:	\$150 - less than 3 hours      \$200 + - 3 hours or more
Upper Room w/Full Kitchen:	\$150 deposit	Fee:	\$200 - less than 3 hours      \$300 + - more than 3 hours
Library or Classroom:	\$25 deposit	Fee:	\$25 - less than 2 hours      \$50 2 hours   \$75 3hrs or more
Cleaning Fees	\$50 charged for any item not completed on Post Use Checklist.		
Damages Fees & Cost:	\$50 per incident + cost of repair or replacement		



# Holy Trinity Lutheran Church

## Church Equipment Usage Form

This request form must be completed in full, signed and approved before equipment can be logged out and borrowed. Church Equipment is available to Church Members only unless special permission has been given in writing signed by the Church Administrator.

Today's Date: \_\_\_\_\_

HT Equipment/Property Requested: \_\_\_\_\_

Pick Up Date Requested: \_\_\_\_\_ Expected Return Date: \_\_\_\_\_

Purpose for Request: \_\_\_\_\_

\* \* \* \* \*

Name of Person Requesting Usage: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: (C) \_\_\_\_\_ (H) \_\_\_\_\_

By Signing below, you agree to comply with all church equipment/property policies and procedures including but not limited to the following.

- You agree to pick and return equipment/property to church on the dates listed on usage form.
- Kee Equipment/Property in good condition, notifying the church office of any damages.
- Will insure Equipment/Property always remains in your possession and not lent to others for use.
- Secure Equipment/Property from theft at all times, promptly notifying church office if lost or stolen.

\_\_\_\_\_  
Representatives Signature

\_\_\_\_\_  
Date

\* \* \* \* \*

( ) Equipment/Property has been signed out in the church office Equipment/Property log book (see log sheet)

\_\_\_\_\_  
Church Representative who is Releasing Equipment

\_\_\_\_\_  
Date

Equipment released to: \_\_\_\_\_

Date: \_\_\_\_\_



**Acknowledgement to Application for Use of Facility**

**Key Usage Form  
Exhibit "A"**

Date: \_\_\_\_\_

RE: Key to Holy Trinity Lutheran Church

A key is being provided to \_\_\_\_\_ by Holy Trinity Lutheran Church for the event listed on the attached Application for Use of Facility form. By signing below, you agree that you will;

- Not make a duplicate of key
- Ensure that all doors to the facility used for event are locked upon exiting the building
- Promptly notify the church office at 770.971.4600 if key is lost or stolen
- Notify church office of any damages

Regards,

Teresa Hodges  
Church Administrator

Acknowledged and accepted by:

<b>Representative Signature</b>	Date

Phone Number

Key(s) to Holy Trinity Lutheran Church issued to me as referenced above have been returned to the Church Administrator/Office Staff:

<b>Representative Signature</b>	Date

Church Administrator/Office Staff	Date