

Trinity Lutheran Church

2625 Elm Swamp Road * Lebanon IN 46052 * (765)482-2975

Building Use Agreement

☐ Member

☐ Non-Member/For-Profit

☐ Non-Member/Non-Profit

Name/Organization: _____

Address: _____

Organization's Mission: _____

Name of Contact: _____

Organization's Phone: _____ Contact Name's Phone: _____

Type of Event: _____

Date of Event: _____ Recurring Event Dates: _____

Event Start Time: _____ Event End Time: _____

Requested Room(s):

☐ Sanctuary

☐ Fellowship Hall

☐ Kitchen

☐ Small Classroom

☐ Preschool Room

☐ Youth Room

☐ Restroom

☐ Entire Building

Equipment:

☐ Tables (____/20)

☐ Chairs (____/100)

☐ Other: details below

Other: Details: _____

Donation* _____ Cleaning Fee* _____

*per amounts listed on page 3 of this agreement

I agree to release Trinity Lutheran Church, it's officers and staff from any and all liability incurred in conjunction with the use of their facility. I have read and understand the Building Use Agreement and I agree to abide by its provisions. Transferring or passing of permission to use the church facility to those other than those which this agreement was made is strictly prohibited.

User Signature: _____ Date: _____

Approval/Church Signature: _____ Date: _____

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The undersigned ("User") agrees to abide by said rules as follows:

1. Trinity Lutheran Church is not responsible for damages or claims of any kind, whether to person or property, arising from an incident during occupancy of the church building and/or its property. The User agrees to indemnify and hold harmless Trinity Lutheran Church, its employees, ministers, members, council officers, council members, and the Evangelical Lutheran Church of America (hereafter referred to as ELCA) from all such damages and claims of every kind.
2. User agrees to reimburse Trinity Lutheran Church the cost or report of replacement for any damage to any property, real or personal of the church building and/or its property, caused by any person attending the function for which the church building and/or its property was used.
3. For Non-Member *I* Non-Church sponsored groups a \$100.00 cleaning deposit must be paid to reserve the use of the Fellowship Hall & Kitchen. The date and time of the reservation will not be guaranteed without a deposit. The deposit, in whole or part, will be refunded within 30 days, if the building and grounds are restored to the same condition prior to the event as determined by the supervising member.
4. User will not, without the written consent of Trinity Lutheran Church, cause or permit any fasteners or other objects to be affixed to any portion of the premises, nor any signs to be affixed either to the exterior or interior thereof, nor cause or permit any changes, alterations, repair, painting or staining of any part of the premises, equipment, or furnishings thereof, nor do or permit to be done anything which will damage or change the finish or the appearance of the church building and /or its property, its equipment or furnishings.
5. User shall not admit to the church building and/or its property a larger number of persons that can safely and freely move about in the church building and/or its property. In addition, User shall take reasonable precautions to prevent unauthorized persons from entering and/or occupying the premises. User agrees to record the names of all persons attending its event for the purpose of identification in case of emergency.
6. User agrees that no unlawful use shall be made of the church building and/or its property, and user agrees to comply with the rules and regulations of Trinity Lutheran Church, all ordinances of the City of Lebanon and any other governmental authority with respect to the use of the church building and/or its property. No alcohol, illegal drugs, firearms or weapons of any kinds shall be allowed in the church building or on its property except by law enforcement officers performing functions related to their duties. Smoking of any kind shall not be allowed in the church building.

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7. Trinity Lutheran Church retains the right through its representatives to enter upon and remain at the premises for any and all purposes. Trinity Lutheran Church shall have the right at all times to remove from its property an objectionable person or persons, and in such event, User hereby waives any and all claims against Trinity Lutheran Church, its employees, ministers, members, council officers, council members, and the ELCA as a result thereof.
8. In the event of schedule conflicts Trinity Lutheran Church events will have priority. While it is the intent of Trinity Lutheran Church to provide advanced notice of schedule conflicts Some events by their very nature may require immediate occupancy (e.g. funerals, emergency meetings, etc.) and Trinity Lutheran Church will work with user to find an alternate meeting place. In the event that the efforts of Trinity Lutheran Church fail to obtain an alternate site, User hereby release Trinity Lutheran Church, its employees, ministers, members, council officers, council members, and the ELCA from all damages or claims of every kind that may result from such failure.
9. Trinity Lutheran Church reserves the right to terminate this agreement at any time should it be deemed necessary by Trinity Lutheran Church, its employees, ministers, members, council officers, council members, and the ELCA. In the event of such termination User hereby releases Trinity Lutheran Church, its employees, ministers, members, council officers, council members, and the ELCA from all damages or claims of every kind that may results from such failure. In addition, Trinity Lutheran Church retains the right to adjust all fees and occupancy requirements upon 30 days' notice.
10. Users of Trinity Lutheran Church are requested to respect our neighbors' rights to privacy, and particularly noise levels in the evening. All evening events should conclude by 10:00 p.m. on week nights (Sunday-Thursday) and 11:00 p.m. on weekends.
11. Use of the Sanctuary is discretionary. All requests to use the Sanctuary (with the exception of weddings and memorials) must be approved by the Senior Pastor and the Congregational Council after a Building Use Agreement is submitted.
12. User agrees to pay Trinity Lutheran Church fee charge for all of User's checks that are returned unpaid by user's bank.
13. Recommended Offerings (based on 4 hours)

All payments should be made payable to Trinity Lutheran Church

Room	Non-Member or For-Profit Organization	Member or Non-Profit Organization
Fellowship Hall (100 people)	\$100	No Charge
Kitchen	\$100	No Charge
Classroom (10 people)	\$50 each	No Charge
Sanctuary	\$500	No Charge
Entire Building	\$800	No Charge
Cleaning	\$100	No Charge

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Building Use Responsibilities:

- Be considerate of other groups using the building at the same time. Stay in the reserved area.
- No kicking or hitting the walls with any objects.
- No food or drinks in the Sanctuary.
- All groups are responsible for their own setup and breakdown of rooms. The facility must be returned to the condition in which the group found it. Return tables, chairs, and equipment to original position.
- Pick up toys and program materials.
- Check bathrooms and take out trash before leaving, especially groups with children.
- **Do not adjust the thermostats.**
- Turn off lights when leaving.
- Lock all windows, close all interior doors, and make sure all exterior doors are locked.
- If food has been served, trash must be removed and placed in the dumpster by the shed.
- No tacks, nails, tape, or other material that will deface church property shall be used. Decorations such as streamers shall not be attached to walls, pews, chancel rails, or ceilings in a manner that will leave permanent marks.
- Only drip-less candles may be used.
- The church is a smoke-free facility. Smoking is not allowed anywhere in the building.
- Use of alcoholic beverages or illegal drugs on church property is prohibited.
- There shall be no pets allowed in the facilities, except for service animals.
- The church office is for church business only. The phone is for emergency use only. If there is an emergency, dial 911. Notify the Pastor or Council President as soon as is practical.
- Plan to bring and use your own kitchen towels so church towels are left clean for expected use.
- All groups must vacate the building not later than 10:00 p.m. unless prior approval has been applied for and granted.
- Report any damage, malfunction, or repairs to church office ASAP.
- **Restriction-** NO profit-making businesses or enterprises are allowed or permitted without prior approval of the Church Council.
- We do not have custodian services; your help is needed to keep our facilities in good order. If you notice a problem (toilet, no heat, no water, roof leak) **please contact Pastor.**

Sanctuary/Musical Instruments:

- Permission to use the piano or organ must be granted by the Pastor or Music Director. Piano or organ should not be moved except by permission and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for the tuning the piano after replacement.
- The Sanctuary sound system is available for use upon request. The system must be operated by Trinity Lutheran Church trained member or by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval.

Kitchen Use:

- **NO grease down any drains!**
- Do not leave any leftover food.
- Clean off counter tops.
- Wash and put away all utensils, pots, pans, etc...
- Wipe up spills in the refrigerator and off the stovetop, clean oven, stove, and sinks.
- Empty kitchen garbage cans and place in the dumpster by the shed.