

Use of Buildings, Equipment, and Grounds

I General

- A. Use of Trinity Presbyterian Church's buildings, equipment, and grounds is restricted to activities consistent with the broad aspects of Christian living and the total church program.
- B. Use of the sanctuary for any purpose is under the oversight of the Session. See Wedding Policy for use for weddings. The Session will also have purview for approval of all contracts for use of the church property.
- C. The rest of the Church grounds will be under the purview of the Diaconate. The following guiding principles will be used to administer the building and grounds:
 - a. Open to neighborhood associations, volunteer type organizations, and other non-profit organizations as long as their purpose and function is not in conflict with Christian principles of common good.
 - b. Open to any Christian organization in agreement with historical Biblical Christianity and not divisive nor, in its religious non-essentials, bring shame upon the gospel.
 - c. Not open to a business or individual for use in furthering a business cause or to make money with the exception of particular ministries of Christian education, worship and or missions.
 - d. Fund raisers will be taken up by the Diaconate on a case by case basis.

II. Use by members

- a) Regularly scheduled events at Trinity do not require special approval.
- b) Scheduled events and meetings should be coordinated through the church office to insure that conflicts between meetings do not occur and necessary arrangements for room setup, heating and cooling, etc. can be made.

III. Use by non-members

- a) Special permission for the use of buildings (with the exception of the sanctuary), equipment, and/or grounds by and for non-member groups must be requested through the Diaconate for approval. (Appendix IV). The use of the sanctuary must be approved through the facilitating team

and the Chairman of the Diaconate. The Diaconate may cancel approvals if when conflicts with other Trinity activities arise or when rules and regulations are not followed.

- b) Any non-member group using the church facilities shall be financially liable for repair of the facility or replacement of equipment resulting from any damages from their use of the building.

IV. Borrowing of Equipment

- a) Borrowing church equipment by members of Trinity is limited to church related activities. Permission must be obtained in advance through the church office.
- b) Borrowing of equipment for use by non-members or non-affiliated groups is not normally permitted. Special permission may be provided by the Chairman of the Diaconate or the deacon assigned that responsibility under unusual circumstances with the provision that the borrower is fully responsible for returning the equipment and assumes financial responsibility for any damages or losses incurred.

V. Borrowing Kitchen Equipment and Dishes

The kitchen is the responsibility of the Kitchen Coordinator. Before dishes or kitchen equipment may be borrowed, approval must be obtained from the Kitchen Coordinator.

VI. Scheduling of Activities

- a) Scheduling of activities shall be coordinated through the church office with at least two weeks advance notice.
- b) Activities shall normally be concluded by 10:00 p.m.
- c) Any person or group scheduling the use of buildings or equipment before or after normal business hours (8:30 a.m. to 4:30 p.m. Monday through Thursday except for holidays) shall be responsible for securing the church buildings, including turning off all lights, air conditioning, heating, etc.

VII. Clean-up

- a) Any group or individual, whether member or non-member, will pick-up and straighten-up after use.
- b) If activities are scheduled after hours on Fridays and/or on Saturdays, arrangements for clean-up for Sunday use are to be made in advance.

- c) After using the kitchen facilities, wash the dishes and utensils and clean the kitchen before leaving (i.e. mop the floor and wipe the counter tops).
- d) After using the gym, sweep and empty the trash. Take trash to dumpster and place new trash bags in the trash cans. This applies to every usage. Brooms and trash bags will be provided. There will be a \$50.00 cleaning fee if these tasks are not completed.

VIII. Restrictions

- a) The Diaconate is empowered to make restrictions in the use of air conditioning, heating, telephone, and electricity to keep expenditures within the budget.
- b) No merchandise shall be advertised or offered for sale in any of the church facilities, or upon the church grounds without prior approval of the Diaconate.
- c) No improper language, dancing, smoking, use of alcoholic beverages, use of illegal drugs, or hazardous play is permitted in the facility.
- d) Defacement of walls, woodwork, carpet, or floors through the use of nails, screws, and tape of any kind, thumbtacks, pens, or pencils is forbidden. Any damage to floors, walls, windows, furniture, etc. is to be reported to the church office as soon as possible.

IX. Use of Sanctuary

- a) Special attention should be given to meetings scheduled for the sanctuary. Only those meetings and activities in keeping with a house of worship will be permitted. Special instructions regarding the sanctuary include:
 - i) No carpentry or special construction may be used.
 - ii) The pulpit, lectern, and communion table are to be carefully protected and respected.
 - iii) Cameras (even without flash) shall be excluded from use during a religious service. A video camera is permitted provided it is set up in the balcony in an inconspicuous manner and provided there is no distracting sound or artificial lighting.
 - iv) Extreme care is to be taken so as not to damage any woodwork or carpets.
 - v) No food or drinks are to be taken into the sanctuary.

X. Use of TV and DVD Equipment

a) Rules for checking out TV and DVD equipment

- i) Equipment is to be used only by church members unless authorized by church staff.
- ii) Equipment should remain inside the church building at all times.
- iii) The use of equipment shall be on a first come, first serve basis.
- iv) The Administrative Assistant will record and coordinate the scheduling for check-out of equipment within the church. User will sign in and sign out with name, date, and time.

b) Rules for use of DVD

- i) DVD equipment should not be removed from church.
- ii) Exercise caution when moving DVD. Move only when necessary.
- iii) Operate only from power source as indicated on the recorder.
- iv) Never expose the recorder to rain or water, or operate when wet.
- v) Do not block ventilation openings in the cabinet. This causes overheating of the unit.
- vi) Unplug the set when not in use.
- vii) If the recorder is not operating correctly and you are unable to get a proper picture, unplug the unit and contact the church office or a staff member.
- viii) After use, return the unit to its proper storage place.