



317 Franklin Street
Clarksville, TN 37040
P: (931) 645-2458
F: (931) 645-5847

Church Facility Procedures & Rules Agreement

1. View the church calendar at trinityparish.com first to see if the date needed is available. Prospective users should submit a room/facility request **no less** than two weeks prior to date needed. Calendar and online request can be found at <https://trinityparish.com/events/> or call (931) 645-2458 or email bethany@trinityparish.com.
2. All "Outside Agencies" (any group, organization, not for profit company, or individuals not a part of the church's organization must follow The Episcopal Diocese of Tennessee's requirements as stated under Requirements and **must provide a Certificate of Liability with Trinity Episcopal Church listed as additional insured.**
3. Upon date approval, the Request for Use of Facilities and Facility Use Agreement should be completed and fee (if applicable) given to the parish administrator at which time a facility use packet will be reviewed.
4. Those requesting space usage must coordinate with the parish administrator for access to the requested building. In most cases a code will be provided to enter the parish house. This code will be deleted immediately following the event.
5. Beer and wine are permitted; no hard liquor is allowed. Outside Groups: Bartenders must be used to serve beer and wine and must be licensed and provide a certificate of insurance showing coverage for liquor liability. Those requesting space usage are responsible for monitoring the alcohol consumption and behavior of their guests. **DO NOT SERVE ALCOHOL TO ANYONE UNDER THE AGE OF 21, YOU MUST CHECK IDENTIFICATION. DO NOT LEAVE/STORE ALCOHOL ON PREMISES BEFORE OR AFTER EVENT.**
6. We ask all Saturday events end and clean up by 6 PM to allow set up for Sunday services.
7. If applicable: all keys **MUST be returned by the business day following your event.**

Fees

- Fees are determined at the time of booking with final decision by the Rector.
- Trinity Episcopal Church does not charge a facility fee to non-profits. However, if it deems that we will have to pay someone to open and lock up for evening or weekend events OR if room/facility is damaged and/or not returned to original condition a \$500 fee will be charged and will result in forfeiture of future usage.
- Non-member, corporate or private party's fees:
 - Parish Hall usage fee of \$300 (holds up to 100 people).
 - **Non-member wedding fees:** \$3000 for use of the Sanctuary due at time of reservation. Other fees as noted in the Wedding Guidelines.
 - \$100 for other rooms: Library (15 person capacity), Vestry Room (25 person capacity), Courtyard (100 people capacity), Classroom (capacity varies)
 - \$300 cleaning deposit to be put on hold with credit card. Deposit will be returned or not charged if facility is returned to original condition. Provide credit card information. **Forfeit of Deposit/Cleaning charge** – Forfeit of deposit or a cleaning fee will be charged to card on file if the facility is not returned to its original condition, or any damages incurred.
- Trinity Member Fees:
 - Parish Hall \$100. All other rooms \$30.

All fees are due at the time of reservation.

Please review the following requirements and rules for use of church facilities.

Trinity Episcopal Parish, Clarksville, TN, is pleased to make its facilities available to individuals, groups, and organizations for meetings and other events at its discretion. The use of any facilities of Trinity by any individual, group, or organization is conditioned on the strict adherence to the following General Requirements, Insurance Requirements, and Indemnification Clause as required by Church Insurance Agency and The Episcopal Diocese of Tennessee.

Requirements:

1. Each proposed user of the facilities of Trinity must fully complete and deliver to the parish office a signed Facilities Use Agreement and a Certificate of Insurance (as applicable) with the request for use of the facilities 30 days prior to the planned event.
2. Groups not a part of Trinity's ministry (*A ministry of the church refers to any action/service taken or provided on behalf of the church and/or a ministry as listed on the church's parish ministries council*) /outside businesses/organizations requesting regular usage must complete a Agreement for Use of Space and provide a certificate of insurance indicating Trinity Episcopal Church is listed as additional insured to the extent of coverages in the amounts of 1 Million and 00/100 Dollars (\$1,000,000) for general commercial liability per Episcopal Diocese of TN policies.
3. Approval of the use of facilities of Trinity is subject to the sole and unilateral discretion of Trinity, which further reserves the right to schedule other activities and events at the same time as the proposed use in other parts of the church facilities.
4. In the event of damage to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by Trinity Parish and shall pay for such repair and replacement costs upon demand.
5. For groups utilizing space on a recurring basis and/or any use attended by individuals **under the age of 18**, those requesting space usage must undergo and follow "Safe Church" certification. Please contact the church office for more information.
6. Authorization to use the facilities of Trinity is nontransferable and may not be conveyed in any manner by an approved user to another individual, group, or organization.
7. Users of the facilities of Trinity must confine themselves to the portions of the facilities identified in their Facilities Usage Agreement and must not exceed the capacity limits of those facilities.
8. Users of the facilities of Trinity may not move furniture from spaces outside of the facilities approved for their use.
9. Non-profits must submit a 501c-3.

Indemnification and Hold Harmless

Users of the facilities of Trinity agree to release, protect, defend, indemnify, and hold harmless Trinity Episcopal Church, its clergy, officers, vestry members, employees, congregants, agents, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of the use of any facilities of Trinity Episcopal Church.

Rules for Use of Church Facilities

Our goal is to present a SAFE, clean, and orderly appearance of Trinity. These procedures are provided for consistent maintenance of our facilities. We greatly appreciate your help in working towards this goal.

AS YOU ENTER YOU MUST MAKE SURE THE ALARM IS OFF OR TURN OFF THE ALARM. Failure to turn off the alarm will result in triggering the alarm as you move around the building if it is left on.

Leave all areas as found or better than found – CLEAN. This includes all rooms as well as the courtyard. Should an area not be clean upon arrival, please let the parish administrator know. Broom and dustpan can be found in maintenance closet located to the right as you enter the parish hall.

No food, condiments, plates, containers, dishes, etc. should be left out. EVERYTHING must be put away.

Smoking is not allowed inside the building.

Dispose of all trash in the dumpster located in the Trinity parking lot. **DO NOT LEAVE OVERNIGHT!**

Room set up and break down is the responsibility of those utilizing space usage.

Wipe down all tables using cleaner located in the kitchen.

If using church linen (tablecloths, etc.) please wash and dry items. **YOU MUST** let the parish administrator know should more need to be washed/dried/put away. **DO NOT LEAVE ITEMS IN THE WASHER AS THEY WILL MILDEW.** Failure to do so may result in deposit forfeiture and/or future use of church facilities.

When using the kitchen:

- Clean sinks, stove, coffee pots, cookers, and dishes used and return to the proper storage area.
- Please have your refrigeration needs approved by the office prior to using any refrigerators in the building. Anything left in the refrigerator after an event, or that is not clearly marked, will be discarded and could result in a cleaning fee.
- Make sure **OVEN, BURNERS, AND COFFEE** are turned OFF before leaving.

DO NOT DRAG anything across the floors.

Contact the church office prior to using any of the sound or media systems.

Should you need to re-arrange the tables and chairs, you **MUST** put the tables and chairs back as you found them.

Users of the church facilities are prohibited from leaving any persons unattended in any area of the building. It is the responsibility of the group or individual using the space to ensure that all participants are supervised at all times.

BEFORE YOU LEAVE: Turn off all lights and equipment, if thermostat was adjusted, put it back to setting it was set to upon your arrival. Check all exterior doors to make sure closed and locked. **Make sure buildings are clear PRIOR to setting alarm.**

ANYTHING OUT OF ORDER: If anything is found not in working order, notify the church office immediately after your meeting/event.

If keys were provided, they **MUST** be returned the following business day. Failure to return keys will result in forfeiture of deposit and/or future use of church facilities. **If you were provided a keyless access, this code will be deleted from the system immediately following your event(s).**

Contact: Parish Administrator
 Bethany Kelly
bethany@trinityparish.com
 (931) 645-2458 OFFICE / (931) 802-9403 CELL

ACCEPTANCE OF CHURCH FACILITY RULES AND GUIDELINES

I/we agree to be responsible for the conduct of those attending or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/we will remove all signage posted/decorations after the event has ended. I/we further agree that the church property will be used in accordance with the rules and regulations provided and I/we hereby consent to the Indemnification and Hold Harmless agreement.

Print Name: _____ Signature: _____

Date: _____

Office Use For Deposit (will only be used if forfeit of deposit is deemed necessary):

Deposit Amount: _____ Card #: _____ Exp. _____ CVC: _____