



Concord Trinity United Methodist Church
Member's Application for Facility/Grounds Use for Non-Church Events

5275 South Lindbergh Blvd.
 Telephone (314) 842-2060

St. Louis, MO 63126-3551
 FAX (314) 842-4654

(Please complete all areas that apply and return to the church office to secure your event on the church calendar.)

This event is:

New

Changed

Canceled

Room Request:

Fellowship Hall

Fellowship Hall Kitchen

Trinity Hall

Trinity Hall Kitchen

Sanctuary

Classroom

Other

Equipment Needs:

Basketball Nets

Volleyball Nets

Scoreboard

Dishwasher

Oven

Warming Table

Easel

Podium

Projector

Sound System

TV/DVD

White Board

Other

Today's Date _____ **Group/Organization** _____

Contact Person _____ **Phone** _____

Address _____ **Email Address** _____

City _____ **State** _____ **Zip Code** _____

Type of Activity/Event _____

Start Time of Event _____ **End Time of Event** _____

This event occurs once on this date: _____

This event occurs once a week. Beginning Date: _____

Ending Date: _____

This event occurs once a month. Beginning Date: _____

Ending Date: _____

This event occurs on these dates: _____

Expected Attendance _____

Refreshments? Yes **Type** _____ No

Caterer? Yes **Name** _____ No

Setup and Teardown of Tables and Chairs:

I'll need: _____ chairs _____ round tables _____ rectangular tables
(Please put the number of chairs and tables that you will need.)

The committee/group will do their own setup and teardown.

Time Needed for Setup _____ Time Needed for Teardown _____

I want the setup and teardown to be done for our committee/group.
(We will need to have a diagram of your floor plan on the back of this form for setup.)

Cancellation and Damage Policy

You will be billed for any damage incurred during your event to the building and/or equipment. A 48-hour cancellation notice is required for change of times and/or dates. If the schools in the Lindbergh School District are closed due to inclement weather, the 48-hour notice will not apply.

I have read the regulations on the attached form for the use of the church building, grounds, and equipment and agree to see that they are followed.

Signature _____ **Date** _____

Approved on _____ by _____ Fees _____

Use this page for necessary diagrams if applicable.

CONCORD TRINITY UNITED METHODIST CHURCH

BUILDING USAGE GUIDELINES

General Guidelines

- Since all facilities are here to support the ministries of the congregation, these ministries will be given usage priority over other events and groups.
- These facilities are available for use by members and other groups on a non-conflicting basis, as long as they are in harmony with the mission/core values of the congregation. Any group in conflict with the church mission/core values will not be allowed to use the facilities.
- Parents or guardians must closely supervise children in the facility at all times unless they are in ministry activities with adult supervision. **Groups must stay in their assigned areas at all times.**
- Individuals and groups using facilities are responsible for all damages to the property and/or equipment resulting from negligence or abuse by their staff members or event participants.
- Concord Trinity UMC buildings and grounds are alcohol, tobacco, and drug free. Any uses of these substances within the facilities are strictly prohibited.
- Individuals and groups using the facility for child or youth-related activities that are not part of CTUMC's planned ministries should ensure the safety of the children involved and follow their particular group's child protection policies and plans. (For example, scouts, sports teams, etc.)
- Individuals and groups using the facilities of Concord Trinity UMC are responsible for the actions and behaviors of those participating in their event/activity. If any event participants are consistently observed behaving irresponsibly, argumentatively, or destructively; that individual or group leasing the facilities will be asked to leave the premises immediately. Their contract will be cancelled and fees will not be returned.

Contact Person:

The contact person for the group is responsible for all communication with the church, understanding and fulfilling these usage guidelines, and ensuring that his/her group adheres to all the church's guidelines.

Scheduling

- Scheduling of private events and/or activities must be submitted to the church office with any required fees or deposits. The Trustees or designate, in consultation with the staff, will authorize scheduling of events and activities outside of CTUMC'S ministry.
- All schedules are subject to change in the event of unusual circumstances or events that may arise (weather, community crisis, emergencies, etc.). Refunds for previously scheduled events are given only if schools in the Lindbergh School District are closed.
- Prompt notification of 48 hours must occur whenever a group needs to make a change in their schedule.
- Should a change need to be made by Concord Trinity UMC in scheduling which affects a group's reservations, Concord Trinity UMC will notify the contact person as soon as possible.

Facilities Set Ups

- Concord Trinity is not staffed to accommodate all set-up requests. Individuals and groups should assume their own set-up unless otherwise noted on your contract or a special request is made.
- Room assignments are made by the church office with the intent to provide the appropriate space for the activity or event. Our goal is that we minimize or eliminate movement of equipment or furnishings.

Facilities Clean Up

- Following an event, all groups using the facilities must straighten the room and place trash in the proper receptacles.
- If food has been served during the event, all trash cans containing discarded food must be secured in trash bags and placed in the dumpster located in the northeast corner of the parking lot.
- Tops of tables must be cleaned from all food particles and craft debris (glue, glitter, markers, paints, etc.).
- Tables and chairs must be returned to the requested set-up arrangement.
- Turn off any equipment and lights as you leave.
- Lock up of the facility following the activity is the responsibility of the contact person.
- Large groups will be charged a custodial fee for facility usage. This is mainly for furnishing breakdown and storage and cleaning of floors and restrooms.

Code and Key Assignments

- The issuance of keys and security codes is determined by the Trustees or their designate.
- Codes and keys are issued to members having an ongoing need for access to specific areas.
- Building access should be planned around the times the building is open for daily operations or special arrangements need to be made with the church office.

Kitchen

- Use of the kitchen must be scheduled in advance through the Trustees or their designate.
- Please follow the rules for use of the kitchen as posted.
- Food may be stored in the refrigerator for immediate use during scheduled events. (If there is no space in the refrigerator, you may need to utilize coolers.)
- Food containers must be labeled. The label must show the date the food was placed in the refrigerator and the name of person or group responsible for its use.
- Foods must be disposed of within 48 hours of the event. Any unlabeled containers or food remaining after 48 hours will be discarded.

Member Fees

(An active church member hosting a non-church event)

*Trinity Hall Sunday through Thursday (without setup or cleanup).....	N/C
(\$50 refundable deposit required.) [Refund is conditional; see checklist.]	
*Trinity Hall	Hourly rate \$ 32
Fellowship Hall (no minimum)	Hourly rate \$ 32
Fellowship Hall Athletic Activities	Hourly rate \$ 16
Classroom.....	Hourly rate \$ 16
Sanctuary	\$ 210

****No paper products, plasticware, or disposable items are included with kitchen use.***

(100% payment is required with application)