



**Concord Trinity United Methodist Church
Application for Building/Grounds Use for Non-Church Events**

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

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

This event is:

- New
- Changed
- Canceled

Room Request:

- Fellowship Hall Gym
- Fellowship Hall Kitchen
- Fellowship Hall Parlor
- 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** _____

Email Address _____

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:

The event will need this quantity of chairs _____, round tables _____, and/or rectangular tables _____. You are responsible for your own setup and cleanup.

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.

You must have Concord Trinity United Methodist Church named as an additional insured on your liability policy and supply us with a copy of the endorsement to your policy showing us as being named, before you may rent our facilities.

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 _____

CONCORD TRINITY UNITED METHODIST CHURCH

BUILDING USAGE GUIDELINES

General Guidelines

- 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. Sanctuary use along with sound system use is contingent upon approval. With use of sound system, hiring of sound system staff/volunteer is mandatory.
- Parents or guardians must closely always supervise children in the facility unless they are in ministry activities with adult supervision. **Groups must always stay in their assigned areas.**
- Propping of building entrance doors is not allowed. During non-office hours, please man the doors to let everyone in.
- 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, drug and firearm free. Any uses of these substances or firearms 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 plan, and that plan is acceptable to CTUMC. (For example, scouts, sports teams, etc.) Adults should never be alone with vulnerable adults or children under the age of 18 without another approved adult.
- 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.
- Exceptions and adjustments to this policy can be made to the discretion of the Lead Pastor.

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 Office Manager, 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 of over 50 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 Office Manager and Property Manager.
- 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 Office Manager and the Property Manager who turns on/off any needed equipment.
- 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

*Trinity Hall/Kitchen	Freewill Offering
*Fellowship Hall/Kitchen	Freewill Offering
Classroom.....	Freewill Offering
Sanctuary (if approved)	\$ 200
Sound system staff/volunteer.....	\$100
Custodial Fee (large groups).....	\$50

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

Non-Member Fees

*Trinity Hall.....	\$150
*Trinity Hall and Kitchen	\$250
Fellowship Hall Gym	\$350
*Fellowship Hall and Kitchen.....	\$450
Fellowship Hall Athletic Activities.....	M-Th Hourly rate..... \$45
Fellowship Hall Athletic Activities.....	F-Su Hourly rate.....\$65
Classroom.....	Hourly rate ... \$20
Sanctuary (if approved).....	\$300
Sound system staff/volunteer.....	\$150
Custodial Fee (large groups).....	\$100

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

(100% payment is required with application)