



**Concord Trinity United Methodist Church**  
**Non-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 \_\_\_\_\_

Expected Attendance \_\_\_\_\_ 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: \_\_\_\_\_

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.

*(If this can be arranged, we will need to have a diagram of your floor plan on the back.)*



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.

**New - 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 \_\_\_\_\_

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.
- 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.) Any food remaining after the event must be taken with the group as they leave or disposed of in trash bags and placed in the dumpster located in the northeast corner of the parking lot.

### **Non-Member Rental Fees**

(A non-member hosting a non-church event)

*Trinity Hall.....	\$ 158
*Trinity Hall & Kitchen .....	\$ 263
*Trinity Hall with Expansion & Kitchen .....	\$ 368
Fellowship Hall.....	\$ 394
Fellowship Hall & Kitchen .....	\$ 499
Fellowship Hall Athletic Activity..... M-Th Hourly rate.....	\$ 47
Fellowship Hall Athletic Activity..... F-Su Hourly rate .....	\$ 67
Classroom..... Hourly rate .....	\$ 21
Sanctuary (2 hour minimum).....	\$ 315

***\*No paper products, plastic ware, or disposable items are included with kitchen use.***

**(100% payment is required with application unless previous arrangements have been made.)**