

# TRINITY EVANGELICAL LUTHERAN CHURCH FACILITIES USE APPLICATION

Name of individual or Group \_\_\_\_\_ (“User”)  
*(If you have group insurance, please provide a certificate of insurance with this application.)*

TELC Member: Yes \_\_\_\_\_ No \_\_\_\_\_ Not-for-Profit Organization: Yes \* \_\_\_\_\_ No \_\_\_\_\_  
 \*EIN #: \_\_\_\_\_

Responsible Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Time(s) Requested: Arrival \_\_\_\_\_ Departure \_\_\_\_\_

Event (please describe) \_\_\_\_\_

Approximate Number of People \_\_\_\_\_ Church Activity: Yes \_\_\_\_\_ No \_\_\_\_\_

Parish Fellowship Hall Candle Use: Yes \_\_\_\_\_ No \_\_\_\_\_ Key Fob for access <sup>1</sup>: Yes \_\_\_\_\_ No \_\_\_\_\_

Room Requested: First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_

<b>FACILITY USE FEES (Nonrecurring – Different Fees May Apply for Recurring Use)</b>				
ROOM	SECURITY DEPOSIT <sup>2</sup>	USE FEE: MEMBER	USE FEE: NON-MEMBER	NON-PROFIT GROUPS <sup>3</sup>
FELLOWSHIP HALL (capacity: 120) KITCHEN/OVERFLOW ROOM	\$300	\$125	\$250	\$100 Security Deposit
CLASSROOM(S)	\$100	No Charge	\$50/room	\$100 Security Deposit
WOODEN TABLES & CHAIRS for use off site. Resin items not available for use.	\$25	No Charge	N/A	N/A
FRIENDSHIP HOUSE (whole house)	\$300	No Charge	\$150 weekdays \$200 weekends	\$100 Security Deposit
LIBRARY Restricted to Adult groups of <10 (study, meeting, training purposes)	\$100	No Charge	\$75	\$100 Security Deposit
CHURCH WEDDING *Includes 1 hr wedding rehearsal and 3 hrs wedding day	\$500	\$100	\$500 *(4hrs) \$50 each additional ½ hr	N/A

<sup>1</sup> \$25 will be deducted from the Security Deposit for Key Fobs not returned within 5 days from the date of the event.

<sup>2</sup> Security deposits will be returned within 30 days following the event, subject to the provisions of the attached Terms of Use.

<sup>3</sup> Donations are appreciated from not-for-profit organizations since fees are waived. See Footnote #2 regarding Security Deposits.

Note: All fees are fixed for the term of the contract.

# TRINITY EVANGELICAL LUTHERAN CHURCH FACILITIES USE APPLICATION

To request your date and room, please remit a check in the amount of the Security Deposit plus 50% of the Use Fee:

**PAYABLE TO:** 'Trinity Evangelical Lutheran Church' ("TELC")

**CHECK MEMO:** Enter Event name, Event Date, and applicable amount for Security Deposit \$xxx & Use Fee \$xxx

**INCLUDE:** Completed and signed Facilities Use Application and Indemnification Agreement (Pages 1 – 3)

**MAIL TO:**

Trinity Evangelical Lutheran Church  
2500 Brandt School Road  
Wexford, PA 15090

**If your request is approved, this document will be signed on behalf of TELC by the Pastor, and/or a church Council officer and returned to you.**

**Balance of Use Fee due 30 days prior to all Events, except weddings, 90 days prior.**

**DATE DUE:** \_\_\_\_\_ **AMOUNT DUE:** \_\_\_\_\_

**The undersigned Responsible Person, on behalf of User, acknowledges receipt of, understanding of, and intent to be legally bound by: the Indemnification Agreement, the Terms of Use and the Facilities Use Checklist and any other additional requirements or restrictions that are communicated to Responsible Person or other User representative by TELC, all of which are integral parts of, and are hereby incorporated in, this agreement.**

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Signature (Responsible Person)

Date

**Pastor:**

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Signature (Pastor)

Date

**Congregation Council:**

**Recurring Use and/or Fellowship Hall Candle Use: Approved / Disapproved**

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Signature (Congregation Council Officer)

Date

# TRINITY EVANGELICAL LUTHERAN CHURCH FACILITIES USE APPLICATION

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## INDEMNIFICATION AGREEMENT

Trinity Evangelical Lutheran Church (TELC) does hereby permit the User to use the requested TELC facilities and furnishings as specified in the attached Facilities Use Application, of which this Indemnification Agreement, the Terms of Use and Facilities Use Checklist are integral components.

The undersigned Responsible Person agrees that User will care for TELC'S facilities and furnishings during the period of use, to maintain the premises, furniture and equipment contained therein in as good a condition as found, that all use of the facilities and furnishings by User will be supervised and will ensure that all persons admitted to the premises on behalf of User will use TELC's facilities and furnishings in a manner consistent with all of the Terms of Use attached hereto and made a part hereof.

The User expressly agrees to indemnify, to defend, and hold harmless TELC and any other person, firm, or corporation acting by, through, or on behalf of TELC, for, from, and against any and all loss, claims, expenses (including attorney's fees) damages and liability (including statutory liability and liability under workers compensation laws) in connection with any claims, judgments, damages, penalties, fines, liabilities, losses, suits or proceedings of any kind arising in any way from User's use of TELC's facilities and furnishings.

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**Signature (Responsible Person)**

**Date**

# TRINITY EVANGELICAL LUTHERAN CHURCH FACILITIES USE APPLICATION

## TERMS OF USE

- Trinity Evangelical Lutheran Church (“TELC”) reserves the right to refuse use of its facilities by any person or organization for any reason or for no reason.
- Users are not to advertise the event in a manner that implies endorsement by TELC.
- No activities or advocacy may take place on or within TELC’s properties that conflict with TELC’s mission or practices.
- Occupants are limited only to the space reserved – all other areas are strictly off limits.
- Approved capacity limits must be observed for the space reserved. TELC reserves the right to limit the number of individuals involved in any activity, even if below the legal capacity limits.
- Evidence of insurance may be required for any person or group if deemed necessary by TELC.
- The parking lot is to be used only for temporary parking of passenger vehicles and light duty trucks. No games or other activities are to be conducted in the parking lot or grounds without written approval from Council, which in its sole discretion may require the execution of additional liability waivers.
- Children under the age of 13 must be supervised by at least two adults at all times, in all areas. Another adult supervisor shall be present for each additional seven children in excess of fourteen children.
- Storage space will not be provided without prior approval from Council.
- TELC’s entire campus is a smoke free facility. TELC reserves the right to retain the entire Security Deposit if there is evidence that smoking occurred during the event.
- Use of candles requires prior approval from Council.
- Use of alcohol is prohibited.
- Gambling and games of chance are prohibited, as is outside fundraising.
- Nothing (tape, staples, thumbtacks, nails, etc.) shall be attached to walls, windows, ceilings, pews, doors, or blue acoustic panels (located on walls in Fellowship Hall).
- A diagram of the proposed room setup must accompany the Facilities Use Application if the requested use involves significant rearrangement of TELC’s furnishings or equipment or importation of the user’s furnishings or equipment. In such cases, arrangements for set-up and tear-down will be subject to prior approval by the Facilities Management Team.
- Musical, audio and audiovisual equipment are not included with any room use.
- Facilities are to be left as found – see Facilities Use Checklist.
- All activities shall be concluded by 10 pm, unless otherwise approved in writing. Users are responsible for ensuring all event participants have left the facilities before locking up.
- Please immediately notify the Church office of any safety concerns you notice about our property.
- Cancellation:
  - The Responsible Person should advise the Church office of cancellations as soon as possible.
  - TELC will refund the Security Deposit if the facilities use is cancelled in advance.
  - Once paid, Use Fees are not refundable if the Responsible Person cancels.
  - TELC reserves the right to cancel a previously approved use at any time for any reason or for no reason. If TELC cancels, it will refund Use Fees received.
  - If the reserved space is not available due to an unexpected scheduling conflict (e.g., in the case of a funeral), the Pastor, AIM, Office Administrator or Facilities Management Team may recommend alternate space that may be appropriate for the event.
- Damages:
  - Security deposits will be returned within 30 days following the event provided there is no evidence of smoking and the facilities are undamaged, clean and in good order.
  - Damages (including, but not limited to, failure to clean, carpet stains and/or any damage to floors, walls, furnishings, equipment or grounds) are to be immediately brought to the attention of the Church office.
  - Repairs will be made at the direction of the Facilities Management Team, and the Responsible Person will be held liable for all costs exceeding the Security Deposit.
- Other

# TRINITY EVANGELICAL LUTHERAN CHURCH FACILITIES USE APPLICATION

## FACILITY USE CHECKLIST

You are to use only the rooms approved for your use. All other areas are strictly off limits. If items are moved during use (chairs, tables, etc.), please replace them in original positions. Before leaving the building, please ensure:

- All windows are closed.
- All lights are off, including those in restrooms.
- All appliances are turned off and cleaned (coffee pots, microwave, etc.).
- No water has been left dripping in kitchen or restrooms.
- Freezer and refrigerator doors are completely closed.
- Toilets are free of paper and/or debris. All restrooms have been checked to ensure all faucets are off and all commodes and urinals are flushed and operating properly.
- Remove all food brought in. Do not leave unused food or beverages on the countertops or in the refrigerator or freezer.
- All floors and countertops have been cleared of debris (food, paper, balloons, etc.).
- Wet-wipe counters.
- Broom-sweep floors.
- Remove any table coverings and tape used to secure them.
- Place any trash you have generated in the dumpster located in the parking lot outside the Parish Hall. Please note, hazardous waste, containing residues of paint, petroleum products, etc., are not permitted in the trash.
- Remove all recyclables (plastic, glass, cans) from the building and place them in the appropriate recycling containers.
- Return tables and chairs to original positions.
- Replace anything else that you have moved or utilized.
- All keys have been returned, or prior arrangements have been made for their return.
- All doors are closed and locked behind you.**

If any problems or difficulties occurred, please describe below and leave this form under the office door in the lower level of the Parish Hall.

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## IN CASE OF EMERGENCY

Life threatening emergency, call: 911

Other emergencies, call:

TELC Office	724-935-2746	9:30 am to 3:30 pm, Monday through Friday
Terry Mertz	412-364-9114	24/7

***Thank you for your cooperation and respect of our facilities!***