

TRINITY LUTHERAN CHURCH
of Franklin Park Borough
FACILITIES USE APPLICATION

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

TLC 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 ¹: Yes _____ No _____

Room Requested: First Choice _____ Second Choice _____

FACILITY USE FEES (Nonrecurring – Different Fees May Apply for Recurring Use)				
ROOM	SECURITY DEPOSIT²	USE FEE: MEMBER	USE FEE: NON-MEMBER	NON-PROFIT GROUPS³
FELLOWSHIP HALL (capacity: 120) KITCHEN/OVERFLOW ROOM	\$300	\$125	\$250 + Facility Event Mgr Fee	\$100 Security Deposit
CLASSROOM(S)	\$100	No Charge	\$50/room (1 hr)	\$100 Security Deposit
CONFERENCE ROOM Restricted to Adult groups – (Capacity 10) (study, meeting, training purposes)	\$100	No Charge	\$75 (1 hr)	\$100 Security Deposit
OTHER CHURCH SANCTUARY SERVICES, i.e. Funerals, Memorials	\$500	No Charge	\$250 (2 hrs) \$50 each additional ½ hr + Facility Event Mgr Fee	\$100 Security Deposit
CHURCH WEDDING (capacity: 240) *Includes 1 hr wedding rehearsal and 3 hrs wedding day	\$500	\$100 +Wedding Coord Fee	\$500 *(4 hrs) \$50 each additional ½ hr + Wedding Coord Fee	N/A

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

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

³ 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 LUTHERAN CHURCH
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To request and reserve your date and space, please remit a check in the amount of the Security Deposit plus 50% of the Use Fee:

PAYABLE TO: 'Trinity Lutheran Church' or "TLC"

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 Lutheran Church
2500 Brandt School Road
Wexford, PA 15090

If your request is approved, this document will be signed on behalf of TLC 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 TLC, all of which are integral parts of, and are hereby incorporated in, this agreement.

Signature (Responsible Person)

Date

Pastor:

Signature (Pastor)

Date

Congregation Council:

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

TRINITY LUTHERAN CHURCH
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FACILITIES USE APPLICATION

Signature (Congregation Council Officer)

Date

INDEMNIFICATION AGREEMENT

Trinity Lutheran Church (TLC) does hereby permit the User to use the requested TLC 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 TLC'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 TLC'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 TLC and any other person, firm, or corporation acting by, through, or on behalf of TLC, 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 TLC's facilities and furnishings.

Signature (Responsible Person)

Date

TRINITY LUTHERAN CHURCH

of Franklin Park Borough

FACILITIES USE APPLICATION

TERMS OF USE

- Trinity Lutheran Church (“TLC”) 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 TLC.
- No activities or advocacy may take place on or within TLC’s properties that conflict with TLC’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. TLC 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 TLC.
- 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.
- TLC’s entire campus is a smoke free facility. TLC 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 TLC’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 Property Committee.
- 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.
 - TLC will refund the Security Deposit upon notification of a cancelled event.
 - TLC will refund the Use Fees, ONLY if the facilities use is cancelled 30 days prior to a non-wedding event and 90 days prior to a wedding event.
 - TLC reserves the right to cancel a previously approved use at any time for any reason or for no reason. If TLC cancels, it will refund both the Security Deposit and 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, Office Communicator, or Property Committee 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 Property Committee, and the Responsible Person will be held liable for all costs exceeding the Security Deposit.

TRINITY LUTHERAN CHURCH
of Franklin Park Borough
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 or key fobs 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.

IN CASE OF EMERGENCY

Life threatening emergency, call: 911

Other emergencies, call:

TLC Office 724-935-2746

9:00 am to 3:00 pm, Monday through Thursday

Terry Mertz 412-364-9114

24/7

Thank you for your cooperation and respect of our facilities!

TRINITY LUTHERAN CHURCH

of Franklin Park Borough

FACILITIES USE POLICY

Use of TLC's Facilities

The primary purpose of TLC's facilities is to support the Christian mission of the Congregation and the ELCA. As such, the primary users of the property are the Congregation's members, committees, internal organizations and staff while engaged in church-related activities. TLC does not require payment of a fee or execution of a formal agreement for such uses. This policy is intended to address use of TLC's facilities by (a) outside parties and (b) members for personal purposes.

- Recurring Use
 - All requests for recurring use require completion of a Facilities Use Application and payment of the fee specified therein.
 - Only Council may approve recurring use of TLC's facilities by any party.

- ELCA Organizations (one-time use)
 - One-time use by the ELCA, its Synods, or related organizations may be approved by the Pastor, without requiring a Facilities Use Application or payment of a fee.

- Members, Nonmembers and Not-for-profit Groups (one-time use)
 - All requests for one-time personal use (e.g., graduation party, wedding, baby shower, etc.) require completion of a Facilities Use Application and payment of the fee specified therein.
 - One-time use by members, nonmembers and not-for-profit groups may be approved by the Pastor or Council Officer.

- Permitted Users
 - TLC desires to show hospitality to not-for-profit religious, charitable, civic and public service organizations whose activities do not conflict with the Congregation's mission.
 - Partisan political organizations or protest groups are not permitted to use TLC's facilities.
 - TLC reserves the right to refuse use of its facilities by any person, group or organization for any reason or for no reason.

Facilities Use Application

The Property Committee is responsible for developing a Facilities Use Application, which is to include a Fee Schedule, an Indemnification Agreement, Terms of Use and a Facilities Use Checklist.

Any changes to the Fee Schedule, Indemnification Agreement or Terms of Use require approval by Council. All fees are fixed for the term of the contract.

Only Council may waive or adjust the specified fees for any user.

Scheduling Facilities Use

- Requests for facilities use should be made as soon as feasible, and in any event at least two weeks prior to the requested date.
- Events may be scheduled up to two years in advance by members and up to one year in advance by nonmembers and outside organizations.
- The Facilities Use Application is to be submitted to the Church office with (a) the Security Deposit plus (b) 50% of the Use Fee. The remaining 50% of the Use Fee is due 30 days prior to the scheduled event, except for weddings, 90 days prior to the event. If the event is within 30 days, the entire Use Fee must be paid with the application.
- Verbal or telephone inquiries must be followed up with a completed Facilities Use Application and payment of the required amount before approval of the application will be considered.
- Reservations will not be considered “confirmed” until the requisite payment has been received and the Facilities Use Application has been approved.

Scheduling Priorities

Facilities Use Applications will be considered on a “first-come-first-served” basis after receipt of a completed application and the requisite payment. In the event of scheduling conflicts, priorities will be as follows:

- Use by TLC’s ministries, committees and internal organizations;
- ELCA and Synod requests;
- Member requests for personal activities;
- Not-for-profit organizations supported by TLC; and
- Other approved users.

Cancellation

- The Responsible Person should advise the Church office of cancellations as soon as possible.
- TLC will refund the Security Deposit upon notification of a cancelled event.
- TLC will refund the Use Fees, ONLY if the facilities use is cancelled 30 days prior to a non-wedding event and 90 days prior to a wedding event.
- TLC reserves the right to cancel a previously approved use at any time for any reason or for no reason. If TLC cancels, it will refund both the Security Deposit and 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, Office Communicator, or Property Committee may recommend alternate space that may be appropriate for the event.

Conflicts

Any conflicts that arise in the interpretation or implementation of this Facilities Use Policy are to be referred to the Pastor and Council. Council shall be the final arbiter of any unresolved conflicts.

ALL EVENTS:

Facilities Use Fees – Facility use fees are outlined on the Facility Use Application.

Facilities Custodian – Member and non-member fee is \$50, which is included in the Facilities Use fee

Facility Event Manager, non-members only - \$20 per hour. Payment is due directly to Facility Event Manager prior to event. (Not applicable to weddings)

OTHER CHURCH SANCTUARY SERVICES, i.e. Funerals, Memorial Services:

Minister of Music - \$100 member, \$125 non-Member. Payment is due directly to Minister of Music prior to event.

Clergy fees – No fee for members and non-members.

WEDDINGS:

Minister of Music - \$150 Ceremony (includes phone or e-mail consultation with the couple for music selections, ceremony music including prelude and postlude, all special music requests and links to audio samples if requested), \$50 for wedding rehearsal, \$50 for rehearsal time with instrumentalist(s) or vocalist(s). Payment is due directly to Minister of Music at wedding rehearsal.

Clergy fees - An honorarium may be paid to the presiding minister at the couple's discretion for members. Non-member fee is \$350 (includes pre-marital counseling, service preparation, wedding rehearsal, and wedding ceremony). Payment is due at wedding rehearsal.

Wedding Coordinator – \$200 fee paid directly to the Wedding Coordinator. Payment is due at wedding rehearsal.

Extended Rehearsal – A fee of \$20 per half hour will be deducted from your security deposit for rehearsals that extend beyond the originally scheduled time.

TRINITY LUTHERAN CHURCH
of Franklin Park Borough
OTHER CHURCH USAGE FEES

Wedding Programs Fees – Payable one month prior to the service. Checks should be made payable to “Trinity Lutheran Church.” Please be sure to note the couple’s names and the wedding date on the check. All wedding program information must be provided at least two weeks before the ceremony. If designing your own program, it must be submitted in a PDF file. Fees are as follows:

Service provided by Trinity:	<u>Cost per 50 Programs</u>	
	Black & White Print	Color Print
Printing Only (Couple provides PDF design and paper)	No Charge	\$15
Print and White Paper (Couple provides PDF design)	\$5	\$20
Design and Print (Couple provides paper)	\$25	\$40
Design, Print and White Paper	\$30	\$45