

## **FACILITY RENTAL RULES AND REGULATIONS FOR TRINITY LUTHERAN CHURCH**

- 1. CHURCH PROPERTY.** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. Church property such as chairs, tables, tablecloths, etc. may be used when using the facility under the rules herein.
  - No set-up of tables or chairs is provided. Set-up is the responsibility of the Renter.
  - No AV or other electronic equipment is provided. Renter must provide their own equipment.
  
- 2. FACILITY CARE.** The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.
  - Secure all trash bags and place in dumpster or as otherwise directed.
  - Replace furniture in original locations. See room set-up posted in each room.
  - Sweep and/or vacuum the areas you have utilized.
  - All personal belongings, including decorations, etc. must be removed from the premises immediately following the event.
  - A clean-up fee up to \$250.00 will be charged to Renter in the event Renter and guests fail to clean up the space after use.
  
- 3. EMERGENCY SCHEDULING CONFLICTS.** Trinity reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.
  
- 4. BUILDING USE.** Renter agrees that they will ensure that all event participants leave the building after the event.
  - If Renter's event takes place when the office is closed, no Trinity Staff member will be present on site.
  - Renter will be responsible for turning off all lights and closing all windows.
  - A Keylock Box is located near the Gym Entrance Doors. Inside this box is a key to Trinity's building. A code for the box will be provided in the Rental Agreement.
  - Please return the key to the Keylock Box immediately following the event.
  - A fee of \$100.00 will be charged to Renter in the event that the key is not returned to the Keylock Box.
  
- 5. FOOD AND DRINK.** Renter shall be responsible for providing all food and beverages. Anyone using the church property is responsible for cleaning up after each use, both inside and outside.
  - If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.
  - A clean-up fee of \$100.00 will be charged to Renter in the event Renter and guests fail to clean up the space after use.
  
- 6. ALCOHOL USE.**
  - **The serving of alcoholic beverages should be limited to beer and/or wine only.**
  - If Renter is providing the alcohol, Renter must obtain **BOTH** a Special Event License from the city of Town and Country and provide proof of such license to Trinity no later than seven (7) days before the event **AND** provide Trinity with a Liquor Liability Insurance Policy naming Trinity as an insured no later than seven (7) days before the event.
  - If guests will be providing their own alcohol (i.e, Bring Your Own Bottle event), **NO** Special Event License or Liquor Liability Insurance is required.

7. **STORAGE.** No storage space is available.
8. **NO SMOKING.** All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the property.
9. **NO USE OF KITCHEN ALLOWED.** In order to maintain our licensing by the St Louis County Health Department to operate a food establishment, use of the kitchen is not available.
10. **SUPERVISION OF CHILDREN AND YOUTH.** Trinity seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:
  - No fewer than two adults should be present at all times during any event involving children.
  - Adult supervision is required at all times both inside and outside of the church property including playground and parking lot.
  - Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.
11. **DECORATIONS.** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface.
  - Only sticky tack or Scotchguard Removable Poster Tape has been approved for adhering posters or similar materials to any surface (tacks, staples, nails, etc., are not allowed).
  - No signs or decorations are allowed outside of the church building.
  - No confetti, glitter, or shredded material is permitted.
  - All decorations must be removed immediately and completely following the event.
  - Only dry erasable marking pens are allowed in rooms that have dry erase boards.
12. **BREAKAGE.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. Renter shall be responsible for paying costs incurred by Trinity in cleaning, repairing, etc. any part of the building and/or its furnishings and equipment which in the judgment of Trinity has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.
13. **SECURITY.** Trinity works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended.
  - Trinity is not responsible for theft or damage to personal property.
  - Trinity is not responsible for any personal items left behind or lost by guests.
14. **FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Church Council or their delegated representative shall decide the matter and all individuals and groups shall abide by the Church Council’s directions or forfeit the use of any part of the facility immediately.