

**TRINDLE SPRING LUTHERAN CHURCH
AGREEMENT FOR FACILITIES USAGE**

This agreement is entered into between _____ and **Trindle Spring Lutheran Church** and the parties, intending to be legally bound, hereby agree to the following terms, requirements, and representations.

Usage of the facilities is to be only as follows:

Date/Day of the Week: _____ **Time of Day:** _____

Requested Area or room: _____

One Time or Recurring Event: _____ **Donation: \$** _____

Authorized Group Representative receiving access card(s) and/or key(s) to TSLC: _____

(Authorized Group Representative represents that he/she is legally authorized by group identified above to legally bind the group through this agreement for use of the TSLC facilities.)

Approximate # of people attending: _____

Specific description of intended use: _____

Groups using TSLC Facilities agree to the following items:

- The authorized Group shall provide proof of adequate insurance acceptable to TSLC and shall include Trindle Spring Lutheran Church as an additional insured on the applicable policy.
- Authorized Groups, including any members, officers, guests, invitees, and attendees of any event under this agreement hereby agrees to indemnify Trindle Spring Lutheran Church from any and all claims arising in any form from Authorized Group's use of the TSLC facilities hereunder and further, Authorized Group shall hold Trindle Spring Lutheran Church harmless from any and all liability for any and all losses, claims, injuries or damages arising from the Authorized Group's use of TSLC facilities.
- Authorized Groups subject to Pennsylvania State Child Protection Laws shall abide by those laws while using the facility and upon request agrees to provide to TSLC written procedures governing the Authorized Group's compliance with the law.
- Access to facility for preparation/set-up is permitted up to 24 hours prior to requested facility use date.
- Authorized Groups will clean up the areas used. Tables will be placed on table racks and stored under the stage and chairs will be put on chair racks and returned to chair room (located in the hallway off the Fellowship Hall.) Garbage and any recycling will be taken to the appropriate dumpsters behind the church. Nothing should be left in the facility without prior approval. Trash bags can be found on the workstation (where the microwave is) in the kitchen by the back door. Authorized Groups should spot mop areas that need to be cleaned and dust mop the floor. All cleaning equipment can be found in the Janitor closet by the Education Wing.
- Authorized Groups will use only authorized/reserved areas. Upon the conclusion of your event, turn off all lights, and close and lock all windows and doors.

- Authorized Groups using the property will inform the church of any damage to property. Please note, the Authorized Group will be held responsible for replacement and/or cleaning costs incurred due to your group's use of the property.
- This Agreement shall remain in effect until cancelled by either party. Notice of cancellation should be made to the TSLC Office at least 24 hours prior to scheduled use.
- Authorized Groups shall at all times obey the rules and regulations outlined in the Facilities Usage Policy and Kitchen Use Policy. If at any time these rules and regulations are abused, this agreement may be cancelled without any prior notice.
- All access card(s) and/or key(s) must be placed in the TSLC Parish Administrator's mailbox at the end of the event or term of agreement.

_____ Date _____
 Signature of Authorized Group Representative
 Issued Access Card #(s) _____
 Issued Key #(s) _____

_____ Date _____
 Signature of Trindle Spring Representative

_____ Date _____
 Signature of Authorized Group Representative
 Issued Access Card #(s) _____
 Issued Key #(s) _____

Authorized Group Representative contact information:

Name _____ Mailing Address _____
 Telephone # _____ Email Address _____

Group contact information:

Contact Person _____ Mailing Address _____
 Telephone # _____ Email Address _____

Group contact information:

Contact Person _____ Mailing Address _____
 Telephone # _____ Email Address _____

**Trindle Spring Lutheran Church Emergency Contact
 Person For Group Representative:**

Contact Person _____
 Telephone # _____

Suggested Donations for Facility Usage

The following rooms and equipment are available for use. Special arrangements should be made for use of the choir room and the sanctuary. *Please contact the church office for details.

Room	Amount	Notes/Exceptions
Fellowship Hall	\$150*	Non-sports use
Kitchen	\$125	
Conference Room	\$40	
Any classroom	\$40	(Double room in west wing counts as one)
Lounge	\$40	
Special Set-up / Tear-Down Fee	\$75	(For Fellowship Hall)

- A \$20 deposit is required in order to receive an access card(s) and/or key(s) to the church facilities. This deposit will be returned upon receipt of issued facility access card(s) and/or key(s).
- At the conclusion of your event, a paid on-site person may be available for cleanup (trash removal, floor sweeping and mopping) for an additional fee of \$_____.

TRINDLE SPRING LUTHERAN CHURCH FACILITIES USAGE POLICY

The following Facilities Usage Policy has been approved by the church Council of Trindle Spring Lutheran Church on January 18, 2024, and applies to all groups, both inside and outside the church. Weddings, funerals, and baptisms are covered under separate policies. Please contact the church office for those policies.

1. General Rules:
 - a) Applications for use of church property shall be restricted to use of specified locations, rooms and restrooms. Approval shall not be construed to include other areas of the building, property, or facilities which are not a part of the original request. Individuals making a request for use shall be responsible for the adherence to this requirement.
 - b) Access card(s) and/or key(s) to the TSLC facility shall be distributed as appropriate for the group and the access required. Access card(s) and/or key(s) will be issued on a per use or duration of use basis, based on the type of reservation (one-time or recurring). For one-time usage, failure to return access card(s) and/or key(s) will result in loss of required deposit and may result in the group losing their privilege for future use of the facilities. For one-time use, access card(s) and or key(s) must be returned and placed in the TSLC Parish Administrator's mailbox at the end of the event.
 - c) A fee may be charged to outside groups for special set-up and tear-down of the fellowship hall. Set-up requirements should be communicated to the church office at least one week prior to the event.
 - d) Special needs or services desired, but not available at TSLC are the responsibility of the individual group using the facility, subject to prior approval by church Council.
 - e) Any person or group identified as having caused damage to TSLC property or facilities will be responsible for the repair or replacement of any and all damaged portions of the equipment, furniture, and facility.
 - f) Approval granted to outside organizations may be cancelled by the church Council with notification, 14 days prior to the scheduled event.
 - g) The church Council shall have the authority to refuse, without explanation, the request of any group or individual. Approval for use of the facilities will be granted only after receiving a completed facility use application.
 - h) Seating capacity is not to exceed 200.
2. It shall be the responsibility of all groups or individuals using the church facilities, whether taking part in regular church programs or not, to comply with the following:
 - a) Adequate supervision, at least two adults, shall be provided at all times when children and youth are on church property. All organizations subject to PA State Child Protection Laws are expected to abide by those laws while using the facility.
 - b) It shall be the responsibility of each group expecting to use church equipment to meet with a church representative to receive training on the specific equipment you are planning to use.

- c) Authorized Groups will clean up the areas used. Tables will be placed on table racks and stored under the stage and chairs will be put on chair racks and returned to chair room (located in the hallway off the Fellowship Hall.) Garbage and any recycling will be taken to the appropriate dumpsters behind the church. Nothing should be left in the facility without prior approval. Trash bags can be found on the workstation (where the microwave is) in the kitchen by the back door. Authorized Groups should spot mop areas that need to be cleaned and dust mop the floor. All cleaning equipment can be found in the Janitor closet by the Education Wing.
- d) Ensure all lights are turned off before leaving the facilities. Lights in the bathrooms will turn off automatically when there is no motion.
- e) Doors and windows shall be closed and locked.
- f) No exterior doors shall be propped open during and/or after use, other than when bringing in or taking out other equipment and supplies.
- g) The consumption or use of alcohol, tobacco, smokeless tobacco, vaping in any form, and/or controlled substances in any church building or anywhere on church property is prohibited, with the exception of smoking in designated areas, where receptacles are provided.
- h) Firearms are not permitted on church property, with the exception of law enforcement officers and as part of an honor guard for funerals and memorial services.
- i) **Helium-filled balloons and confetti are not permitted inside the church building.**

3. Scheduling:

- a) Any group applying for use of the church facilities on an ongoing basis needs approval from the Church Council for a period not to exceed one year. A new facility use request must be presented each year.
- b) The regular programs and groups of the church shall have priority in scheduling.
- c) If your event is cancelled due to an unscheduled event such as a funeral/memorial service, a mechanical/electrical issue, or inclement weather, attempts will be made to reschedule the event for a future date agreeable to both parties.

4. Groups within Trindle Spring Lutheran Church:

- a) Regularly organized groups affiliated with TSLC shall have free use of the buildings and grounds. The use of specific rooms will be scheduled by the church office and will be made available in order of receipt of the application request.

Committees of the congregation should fill out a TSLC Room Reservation Form for regularly scheduled meetings.

5. Private Use by Members of TSLC:

- a) Members of TSLC may apply to the church office for use of the facility without fee for the purposes of social gatherings, such as birthday parties, reunions, showers, etc. A donation to help offset costs is appreciated. Such use shall not interfere with church programming or use by any regularly organized church group.

- b) Members of TSLC, as part of organizations, whether non-profit or for profit, fall under “6. Use by Outside Groups” in this policy.

6. Use by Outside Groups:

- a) Groups desiring to use the church facilities shall initiate their request by completing and signing the Request for Facilities Usage Form. Groups will be notified of their approval.
- b) Upon request, organizations outside of the membership shall provide a “Certificate of Liability Insurance” offering evidence of general liability insurance to pay for any damage caused by the organization to TSLC property. This certificate shall remain on file at the church during the life of the request. In addition, all organizations outside of the membership shall also sign an agreement which holds TSLC harmless in the event of any claims or losses.
- c) In order to help the church with the cost of utilities and other expenses, we invite individuals and groups to make a donation toward our costs. See the suggested donation chart on page 3.

_____Date_____

Signature of Authorized Group Representative

Issued Access Card #(s) _____

Issued Key #(s) _____

_____Date_____

Signature of Trindle Spring Representative

_____Date_____

Signature of Authorized Group Representative

Issued Access Card #(s) _____

Issued Key #(s) _____

Kitchen Use Policy (If applicable)

GENERAL KITCHEN REGULATIONS

Our kitchen is a state licensed and inspected retail food facility. Therefore, it is important that thorough cleaning is done following every use so that we are in compliance with state regulations for health and food safety.

1. Never place anything in front of fans or heaters.
2. All leftover food must be removed at the end of your event.
3. Please return all items to proper place.
4. Turn off all appliances, including the stove, burners, convection oven, warming table and dishwasher properly, using provided instructions.
5. Clean and sanitize all appliances that were used.
6. Clean all used surfaces with hot soapy water, including any spills on the stove or inside the ovens or refrigerators.
7. Wash, rinse, and sanitize all used utensils, pots, pans, etc., and allow them to air dry as much as possible. Completely dry items should be put away following the labeling on the drawers and cupboards. Cutting boards should be stored on the rack by the microwave.
8. Outside Groups:
 - Please do not use TSLC aprons.
 - Place used dish towels/cloths on the counter for internal laundering.
9. Internal Groups will launder all aprons, dish cloths or dish towels used during the event and return them to the church as soon as possible.
10. Sweep the kitchen floor. The broom and dustpan are located behind the door to the kitchen storage room. A mop and mop bucket are located in the same room. Mop up any spills or sticky residue that may occur during the event. Simple Green should be used to mop the floors. Rinse the bucket and mop after use.
11. Take all trash and recycling to the appropriate dumpsters behind the church. See special instructions on how to open dumpster.
12. Replace trash can liners Regular liners can be found on the shelf under the microwave. Liners for the large, wheeled totes can be found on the table beside the microwave.
13. Outside groups must supply paper products, plastic dinnerware, coffee supplies and other such items as are needed for their activity.
14. Prior to leaving the building, make sure all doors have been locked and lights have been turned off.

WARMING TABLE

1. The warming table is not available for outside groups unless given prior written permission.
2. **Do not put water in the wells where the heating elements are!!!!**
3. Make sure all four control dials are turned off before leaving the building.

DISHWASHER

1. The dishwasher is not available for outside groups unless given prior written permission.
2. Detailed usage instructions are in a yellow folder in the middle top drawer across from the dishwasher.

Date _____
Signature of Authorized Group Representative
Issued Access Card #(s) _____
Issued Key #(s) _____

Date _____
Signature of Trindle Spring Representative

Date _____
Signature of Authorized Group Representative
Issued Access Card #(s) _____
Issued Key #(s) _____

BUILDING CHECKLIST
(Things to do before you leave)

- All items you bring with you should go with you.
- Take all trash and recycling to the appropriate dumpsters behind the church. See special instructions on how to open dumpster.
- Sweep or mop up any messes made.
- Turn off all lights. (Restroom lights turn on/off automatically)
- Lock all doors.
- For one-time users, place access card(s) and/or key(s) in the TSLC Parish Administrator's mailbox.

KITCHEN CHECKLIST (If Applicable)
(Things to do before you leave)

- Return all kitchen items to their proper place.
- Turn off all appliances.
- Clean and sanitize all appliances used.
- Clean all surfaces used with hot soapy water.
- Wash, rinse, and sanitize all cooking utensils used.
- Clean kitchen and fellowship hall floors (sweep and mop).
- Take all trash and recycling to the appropriate dumpsters behind the church. See special instructions on how to open dumpster.
- Replace trash liners.
- Turn all lights off.
- Make sure all doors are locked.
- For one-time users, place access card(s) and/or key(s) in the TSLC Parish Administrator's mailbox.

Trindle Spring Lutheran Church
14 State Road
Mechanicsburg, PA 17050

Parish Administrator: Cheryl Guinther
Email: office@trindlespringlutheran.org
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