

## **Policies and Procedures of the facility of Trinity Reformed Church May 2018**

Trinity's new facility is a gift from God, and its purpose is to serve others in the name of Jesus. Hundreds of people have worked and sacrificed to make the facility possible. Its use is a matter of stewardship. We intend it to be joyfully used as much and as often as possible. We intend it to be always beautiful, always inviting, and always functional. Toward that end, the following guidelines have been adopted.

- I. Priority of Use. We welcome use of the facility that is consistent with our mission. The leadership of Trinity reserves the right to deny requests for facility use.
  - a. Regular activities that are part of the worship and educational curriculum. (e.g. Sunday worship, Wednesday evening children's and youth meetings.)
  - b. Activities officially sponsored by Trinity. (e.g. VP3, consistory meetings, Bible Studies, small groups, worship team rehearsals, Women's Ministry, Men's Ministry etc.)
  - c. Activities sponsored by a Trinity attendee/member. (e.g. baby showers, outside committee meetings, one-on-one mentoring, etc.)
  - d. Activities sponsored by groups outside Trinity. (e.g. Tulip Festival court rehearsals, etc.)
  - e. For weddings, refer to "Guidelines for the Covenant of Christian Marriage at Trinity," available in the church office.
  
- II. Internal mechanism for reserving and using the space.
  - a. All requests will go through the Trinity Reformed Church's office managers who can be contacted through the church office (712-737-4542) or via email at [trinityoc@gmail.com](mailto:trinityoc@gmail.com)
  - b. Equipment needs and requests should go through one of the office managers.
  - c. A member of the tech team should be present whenever sound, lights, or video are needed in the sanctuary.
  
- III. General Rules
  - a. Smoking and drinking of alcoholic beverages is prohibited on the church property.
  - b. Nothing may be permanently placed in the facility or on the property. Questions should be addressed to the facility manager.
  - c. Nothing may be removed from the facility or property. (See VI below)
  - d. Pushpins, thumbtacks, and tape should not be used on painted or varnished surfaces. Duct tape should not be used anywhere.
  - e. Candles are permitted only behind glass covers, such as pillar hurricane lamps or lanterns.
  - f. Throwing rice, birdseed, etc. is not permitted inside the building.
  - g. During holiday seasons, most particularly Advent and Lent, the church must be used "as is". Decorations may not be removed or changed, they must stay as they are.
  - h. Those scheduling events on Saturday evenings should leave the facility ready for Sunday morning worship and activities.
  - i. No groups or activities will be allowed that generate a non mission related profit or is part of a personal or multi-leveled marketing company.

#### IV. Clean-up Responsibilities

- a. The facility must be cleaned and vacated by 6:00 pm on Saturdays to allow for the building to be ready for Sunday morning worship and activities. On all other days of the week the the facility must be cleaned and vacated by 10:00 pm.
- b. Equipment and furniture should be returned to its original location and configuration. Groups from I.c. and I.d. above are also responsible to vacuum the spaces they use. The Facility Manager will go over the specific details and instructions relative for each area. Groups from I.b. (Activities officially sponsored by Trinity) also are responsible for clean-up or working with the Facility Manager to help coordinate the clean-up.
- c. All garbage should be placed in bins provided. All bins are to be emptied and the garbage taken to the dumpster outside the north kitchen door.

#### V. Outdoor Space Rules

- a. All of the General Rules under Section III apply.
- b. The Outdoor Space must be cleaned and vacated by 10:00 p.m.
- c. People are welcome to reserve Trinity's shelter house, fire pit, playing field, children's play area, and disc golf portions of our Outdoor Space.
- d. Those reserving a space are responsible for all trash and equipment cleanup, extinguishing all fires, and returning all tables and other elements to their previous and correct places.
- e. All garbage should be placed in bins provided. All bins are to be emptied and the garbage taken to the dumpster outside the north kitchen door.
- f. Once a reservation has been approved, the Facility Manager will go over the specific details and instructions relative for each area.

#### VI. Use of specific items owned by the church.

- a. Items such as tables, chairs, roasters, coffee pots, projectors, ladders, shop vacs, picnic tables etc. are not available for use off-site. However, the church has kept an inventory of older tables and chairs in the storage building that may be used and removed from the property. These may be reserved by contacting the Facility Manager.