

TRINITY EVANGELICAL LUTHERAN CHURCH IN PLEASANT VALLEY

2170 ROUTE 212 • COOPERSBURG, PA 18036-9770 • AN ELCA CONGREGATION
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Facility Use

Policy and Procedures

Trinity Evangelical Lutheran Church's (the Congregation) ministry is to its members and the wider community. As such, the Congregation desires to open its facilities for public use when possible. The following policy has been established for those requesting use of the facilities. This policy does not apply to weddings or funerals. See the wedding and funeral policies, respectively, for such events.

FACILITY USAGE FEE	NONPROFIT*	MEMBER	NON-MEMBER
HALL	\$55 (\$30 for half)	\$0	\$125 (\$75 for half)
SANCTUARY	\$40	\$0	\$110
KITCHEN	\$35	\$0	\$75
OTHER FACILITIES	\$10 per room	\$0	\$25 per room

OTHER FEES	HALL, SANCTUARY, OR KITCHEN	ANY OTHER FACILITIES
SECURITY DEPOSIT	\$100	\$50
CLEANING**	\$50	\$20

*All nonprofit fees may be waived. See "Fees for Nonprofit Applicants" for details.

**Cleaning fees are paid directly to the Congregation Sexton.

Requirements of Usage

All fees will be paid prior to the event.

Use is limited to the approved rooms plus the narthex, the restrooms, and direct access routes.

While using the facilities, the following regulations will be adhered to:

- No tobacco, alcoholic beverages, or drugs are allowed on the property.
- No animals other than service animals are allowed within the facilities.
- No offensive or inappropriate language, music, clothing, or activities on the property.
- The approval of the Minister of Music is required for use of musical instruments.
- At least two (2) adults will be present whenever there are minors on the property.

Prior to leaving the facilities, it is the responsibility of the applicant to provide for basic cleaning and to insure everything is in the same condition as found. This includes, but is not limited to:

- Wiping tables and counters used, washing dishes used, cleaning any major messes made, and removing trash from the premises as appropriate.
- Resetting furniture and turning off any electronic equipment used.
- Turning off all lights, including bathrooms, and closing and locking all doors used.

Applicants doing fundraising on Congregation property will also adhere to the Fundraising Policy.

Facility Usage Fee

Facility usage fees are set in line with the Congregation's nonprofit status, covering no more than the amount needed to reimburse the Congregation for the cost of operating and maintaining the facilities. Facility usage fees are divided into the following categories:

- Nonprofit: Applicants based in Springfield Township or the Palisades School District that are nonprofit in nature or any applicant with 501(c)(3) tax-exempt status.
- Member: Unincorporated applicants whose primary contact is a member of the Congregation and that member accepts responsibility for the applicant's actions.
- Non-Member: All other applicants.

The facility usage fee covers up to 8 hours of use, including setup and teardown. Setup may happen the day prior to the event and teardown the day following the event at the approval of the Congregation office.

Security Deposit

Applicants will be held responsible for any damage or misuse of the facilities and/or property. A security deposit will be collected to cover any potential damages. If no damages are found, the security deposit will be returned.

Applicants are expected to report any damages to the Congregation office. Other than fair wear and tear, the Congregation Council will determine any costs associated with damaged or missing items and will deduct that from the security deposit or request indemnification.

Cleaning Fee

As stated earlier, applicants are expected to provide for basic cleaning after use. A cleaning fee is charged to ensure the facilities are clean prior to use and to do any additional cleaning required after use, such as vacuuming, mopping, or scrubbing the toilets.

This fee will be paid directly to the Congregation Sexton. If additional cleaning, based on the current hourly wage of the sexton, is required beyond what is covered by the cleaning fee, the costs will come out of the security deposit.

Fees for Nonprofit Applicants

To better support nonprofits, some or all of the usage fees may be waived at the discretion of the Congregation office in accordance with the guidance of the Congregation Council. Whether the nonprofit directly serves the community in Springfield Township and the size, nature, and length of the event will be factors in determining if fees are waived.

Fees for Recurring and Extended Events

Fees for recurring events and extended events (events longer than 8 hours) will be determined on an applicant by applicant basis by the Congregation Council.

Procedure for Requesting the Use of the Facilities

To request the use of the facilities, submit a completed Facility Use Request form to the Congregation office for approval. Use of the sanctuary is subject to approval by the Pastor.

When reviewing facility use requests, the needs of the Congregation always take priority. The Congregation reserves the right to deny any event or cancel a reservation. If this is necessary, the primary contact will be notified.