



317 Franklin Street
Clarksville, TN 37040
P: (931) 645-2458
F: (931) 645-5847

Church Facility Procedures

1. Prospective users should contact the parish administrator to check to see if the date and time they desire is available. Call (931) 645-2458 or email bethany@trinityparish.com.
2. Upon date approval, the Request for Use of Facilities and Facility Use Agreement should be completed and fee (if applicable) given to the parish administrator at which time a facility use packet will be reviewed.
3. Beer and wine are permitted; no hard liquor is allowed. Outside Groups: Bartenders must be used to serve beer and wine and must be licensed and provide a certificate of insurance showing coverage for liquor liability. Renters are responsible for monitoring the alcohol consumption and behavior of their guests. **DO NOT SERVE ALCOHOL TO ANYONE UNDER THE AGE OF 21 BY CHECKING IDENTIFICATION.**

Fees

- Fees are determined at the time of booking with final decision by the Rector.
- Trinity Episcopal Church does not charge a facility fee to members of Trinity and/or non-profits. However, if it deems that we will have to pay someone to open and lock up for evening or weekend events, the fee will be \$25.
- Non-member, corporate or private parties will pay:
 - \$25 open/lock up fee.
 - Rental fee for parish hall of \$300 (holds up to 100 people).
 - Non-member wedding fees:
 - \$1500 for use of the Sanctuary. With a \$500 non-refundable deposit
 - \$100 for other rooms: Library (15 person capacity), Vestry Room (25 person capacity), Courtyard (100 people capacity), Classroom (capacity varies)

Rules for Use of Church Facilities

Our goal is to present a clean and orderly appearance of Trinity Episcopal Church. These procedures are provided for consistent maintenance of our facilities. We greatly appreciate your help in working towards this goal.

Leave all areas as found or better than found – CLEAN. This includes all rooms as well as the courtyard. Should an area not be clean upon arrival, please let the parish administrator know. Broom and dustpan can be found in maintenance closet located to the right as you enter the parish hall.

No food, condiments, plates, containers, dishes, etc. should be left out. Everything must be put away.

Smoking is not allowed inside the building.

Dispose of any and all trash in the dumpster located in the Trinity parking lot. DO NOT LEAVE OVERNIGHT!

Room set up and break down is the responsibility of the renter.

Wipe down all tables using cleaner located on top of ice machine in kitchen.

If using linen (table cloths, etc.) please start a load and let the parish administrator know should more need to be washed/dried/put away.

When using the kitchen:

- **Clean sinks, stove, coffee pots, cookers and dishes used and return to proper storage area.**
- **Please have your refrigeration needs approved by the office prior to using any refrigerators in the building. Anything left in refrigerator after an event, or that is not clearly marked, will be discarded.**

DO NOT DRAG anything across the floors.

Contact the church office prior to using any of the sound or media systems.

Should you need to re-arrange the tables and chairs, you MUST put the tables and chairs back as you found them.

BEFORE YOU LEAVE: Turn off all lights and equipment, if thermostat was adjusted, put back to setting it was set to upon your arrival. Make sure buildings are clear.

For those with keys to building: set alarm and lock up.

ANYTHING OUT OF ORDER: If anything is found not in working order, notify the church office immediately after your meeting.

**Contact: Parish Administrator
Bethany Kelly
bethany@trinityparish.com
(931) 645-2458**

REQUEST FOR USE OF FACILITIES

ACTIVITY INFORMATION

Type of event:

Date:

Time (including preparations):

No. of People Expected:

Time event ends:

Is the event recurring: yes no If yes, give details:

Is the event a ministry of Trinity Episcopal: yes no

Will alcohol be served at this event: yes no (if yes, certificate of insurance required)

Room(s) Requested:

Sanctuary Library Kitchen Parish Hall Library Vestry Room
 Courtyard Classroom Other: _____

Equipment Requested:

Sound (PA System) Table Cloths/Linens Extra Chairs Other:

Other Special Needs:

GROUP INFORMATION:

Group/Person Making Request:

Non-Profit: yes no If yes, please provide 501c-3

Responsible Party:

Are you a member of Trinity: yes no

Address:

Phone: (home)

(cell)

Email:

AGREEMENT:

I have read the conditions outlined in the Facilities Use Policy packet and agree to abide by the same and to make every effort to insure that our guests do likewise, if we are permitted the use of these facilities I agree to pay the deposit fee upon acceptance of this agreement and to pay the remainder of rental fees to the church at least two weeks before the event. I will not hold Trinity Episcopal Church liable for accidents or injuries to members of the group while on church property.

Signature of Responsible Party

Date

For use by church office:

Rental Fee _____ Deposit: _____ Total Fee: _____

Placed on Calendar Copies Given To: Rector Junior Warden Other: