

TRINITY LUTHERAN CHURCH

1904 Winnebago Street, Madison, Wisconsin 53704
(608) 249-8527

BUILDING USE POLICY

Trinity Lutheran Church (TLC) is maintained by its members and friends to serve the congregation and the community. TLC facility use is not restricted to TLC members. Non-TLC groups may use the facilities. All who desire a church setting for their group or event may use the building and equipment in accordance with these building Use Guidelines.

GENERAL INFORMATION

Office Hours and Building Hours

Office Hours: Monday – Thursday: 9:00AM – 2:00PM

Friday: Closed

Building Hours: Monday – Friday: 8:30AM – 10:00PM

Availability

TLC facilities are reserved for the congregation's use every Sunday morning and Thursday evenings. There are other times the Congregation uses various rooms and scheduling of outside events are only allowed if no other group uses that room. All members of TLC congregation have priority when scheduling conflicts occur.

Parking

The parking lot adjacent to TLC is for the use of congregational members. Sunday and Thursdays are reserved for the express use of the TLC members. If your group has need of the parking lot adjacent to the church building, you must formally request and be approved. The First Street Parking Lot is available to all groups using the facility.

Approval

Anyone wishing to use the building will need to apply for the use of TLC building and facilities. Applications are available by contacting the TLC office at (608-249-8527). TLC member groups and TLC approved groups may expect a response within 48 hours. Non-TLC groups are asked to allow 30 days for approval of the group. Approval of the group is required prior to scheduling any event by the pastor and executive committee.

Scheduling Events

All events should be scheduled through the TLC office. TLC member groups will be given priority and TLC reserves the right to decline building use for events that are not consistent with the mission of TLC or because of scheduling conflicts. If any group desires to use the building on weekends, arrangements must be made in advance for opening and closing the facility or given a key to the Atwood entrance.

Use of Registered Key

Your numbered key must be picked up at the church office during office hours, 9am-3 pm Monday through Thursday. All keys are numbered and marked "DO NOT DUPLICATE."

Keys must be claimed by the person who has arranged the use of room, **OR you** may call the church office (249-8527) to assign a second person to pick up the key.

You may be asked for identification (driver's license or WI ID).

TLC staff will show you which door to use for your event. The Atwood Avenue side of the church has two doors that can be opened and left open during your event. The **Winnebago Street cannot** be left unlocked at any time. Your group must station a person from your group at that door to let people in and out. Exiting the door is possible at all times by pushing the red button... the door will automatically open and then lock by itself.

Building Security and Condition

Key holder is responsible for assuring orderly and appropriate use by all participants.

Participants are responsible for the supervision of children attending the event.

Instruct participants to enter and leave **ONLY** from the one entrance door you have been instructed to use. You may unlock that **ONE** entrance. Key holder must then lock the door when leaving the church.

Participants must exit the building no later than the meeting time agreed in your request to use the church. **The church is automatically alarmed after 10 pm.** Under no circumstances may any group or individual member be inside any part of the church after 10 pm. Any group triggering church-wide building video alarm will be levied a \$300 fee and may lose all future privileges at Trinity Lutheran Church.

Documented key holder only will be at the door when the group departs to make sure the door is locked.

Fees:
(Per use)

	Member	Non-Member
Fellowship Hall w/kitchen	\$ 50.00	\$ 125.00
Parish Hall w/o kitchen	\$ -	\$ 30.00
Parish Hall w/kitchen	\$ -	\$ 50.00
Library	\$ -	\$ 30.00
Room 215	\$ -	\$ 25.00
Sanctuary		
Concerts	-	\$ 175.00
Concert Rehearsal	\$ -	\$ 75.00
Recitals using TLC equipment	\$ 25.00	\$ 75.00
Misc. Rooms		
Sunday School Classrooms	\$ -	\$ 25.00

Kitchen

The kitchen may be used by approved groups using the facility. All non-TLC groups are responsible for the set up and tear down of all church equipments required for their scheduled events. If any non –TLC group desires the church custodial staff to set up or tear down church equipment, a flat fee of \$50 will be charged. This fee is payable in advance of the scheduled event. Arrangements for this service must be made when the use of the building is sequestered and must be made 48 hours of the scheduled event. Anyone performing or assisting the church custodial staff in performing such activates does so at his/her own risk. All equipment brought into the church must be approved by the TLC pastor and executive committee and must be removed at the completion of the event. No equipment may be stored in the facility without prior approval of the TLC Property commission.

Addendum

TLC member groups are defined as congregational Ministry Teams and organizations, other groups with ties to TLC or the ELCA (Thrivent, Synod, etc.) and all TLC members.

TLC approved organizations are Boy Scouts, Cub Scouts,

Non-TLC groups are defined as non-members

Approved by the Church Council on June 14, 2011

RULES AND CONDITIONS FOR THE USE OF TRINITY LUTHERAN CHURCH

1. Failure to comply with any of the rules and conditions is grounds for immediate ejection from the facility and loss of future use.
2. Reservations for use of TLC building and facilities must be scheduled through the TLC office (249-8527) at least 48 hours prior to the scheduled event. Priority will be given to TLC groups.
3. After normal business hours, entry will be through one of the two doors on the Atwood Ave side of TLC. The doors on Winnebago Street entrance should NOT be unlocked. Since that is the handicapped entrance, it can be used with a person from your group stationed at that entrance to let people in and out. You can exit from the Winnebago Street doors (**push red button to automatically unlock/lock**).
4. All groups shall be responsible for the setup and tear down of all materials and equipments required for a scheduled event. If any non-TLC group requires the TLC custodial staff to set up and tear down TLC equipment, a flat fee of \$50 will be charged. This fee is payable in advance of the scheduled event.
5. All groups will have use of the room(s) assigned to them. The use of all other areas of TLC is not permitted.
6. No children's groups (under the age of 18) will be allowed to use the building unless there is adequate, full-time adult supervision. No minors are allowed to be unsupervised in any area of TLC at any time.
7. All non-TLC events and meetings will conclude by 10 pm unless specifically approved otherwise.
8. Reasonable care of the building and equipment is required at all times. Any damage to the building and equipment must be reported to the TLC Office (249-8527) with arrangements made for compensation for any damage through the TLC Property Management Commission.
9. All rooms and areas used by groups must be returned to their prior conditions. TLC reserves the right to charge for any custodial fees that may apply if rooms and areas used are not left in such condition. The minimum fee of \$50 will be charged.
10. User groups may not use the name of Trinity Lutheran Church in any publicity without prior permission from the TLC Property Management Commission. You may list our address for directional purposes as 1904 Winnebago Street, Madison, WI 53704.
11. TLC will not be responsible for any lost or stolen items.
12. Keys will be issued if necessary. Please return your key to the TLC office after the event is completed. Do not pass it to someone else. If it is not returned in 48 hours, there will be a \$25 fee.
13. **NO ALCOHOLIC BEVERAGES, DRUGS OR SMOKING ARE PERMITTED IN THE TLC BUILDINGS OR GROUNDS. SMOKING ALLOWED OUTSIDE ONLY IN DESIGNATED SMOKING AREAS.**
14. No TLC equipment or furnishings shall leave the building.
15. Private property is not insured by TLC. Please provide insurance for your own property.
16. Flammable materials shall NOT be left or stored in the church.
17. The user group contact person(s) should be certain that all participants are aware of and obey these rules and conditions. The behavior of each participant reflects on the entire group and may affect future use of the building and facilities.
18. Remove all food and other items from the refrigerator and stove.
19. Clean all table tops in the area you use.
20. Please turn off all lights and ensure that the exit doors are locked when exiting. Thank you!

Approved by the Planning Council of Trinity Lutheran Church on June 14, 2011.