

Property Management

TRINITYalgood's Facility Policy

A. Scheduling Priorities

1. Church ministries have the highest priority in scheduling the church facilities over all other events.
2. Other than church activities, the church may be used for approved events for church members & regular attendees.
3. Any exception to this policy must be approved by the Senior Pastor.

B. Scheduling Facilities

1. A Church Activity Request Form must be filled out in full and submitted at least one month prior to receptions and showers, and 2 weeks prior for other events.
2. The Activity Request Form must be approved by the Office Manager prior to any other arrangements being made.
3. For viewing currently booked spaces, the church calendar can be found on our website at www.trinityalgood.com and click on Resources.

C. Facility Restrictions

1. The facilities cannot be used for any activities on any Holiday or past 6:00 pm on Saturdays, and 10:00 pm on all other days. Exceptions may be granted depending upon the nature of the ministry event.
2. The main sanctuary is not available for a fundraising event of any type.
3. Smoking is NOT permitted in any of the facilities.
4. Serving of alcoholic beverages, in any form, will NOT be permitted in any of the facilities.

D. Facility Fees & Usage

1. Deposits & Usage
 - a. A non-refundable deposit of \$50 must be paid before an event booked at Trinity Place or The Nest is considered confirmed on the church calendar. All other facilities require a \$100 non-refundable deposit before an event is considered confirmed on the church calendar. The deposit will be deducted from the final cost of the room(s) rented.
 - b. All fees include 6 hours of usage and set up of tables and chairs **if a room schematic is provided.**

- c. Table coverings, dishes, decorations, etc. will be the responsibility of the event host or hostess. (Trinity Assembly will not furnish table coverings, dishes, decorations, etc. for your event)
2. Trinity Place or The Nest
 - a. Members or Adherents (regular attendees) - \$75.00 per building
 - b. Non-Members - \$200.00 per building
3. Sanctuary
 - a. Members or Adherents (regular attendees) - \$100.00
 - b. Non-Members - \$300.00
4. Multi-Purpose Room & Commercial Kitchen
 - a. Members or Adherents (regular attendees) - \$100.00
 - b. Non-Members - \$300.00
 - c. Janitor fee is \$100 per event.
 - d. Paid kitchen staff on hand at \$25.00 per hour with a minimum of 3 hours is required.
 - e. Minimum of 50 people in attendance.
 - f. We welcome the use of the Multi-Purpose Room for teas, showers, anniversaries, & receptions.
 - g. The Multi-Purpose Room & Commercial Kitchen will not be available for reunions.
 - h. Trinity Place and The Nest are available for family reunions and graduation parties.
 - i. Facilities are not available for rent for birthday parties.
 - j. Non-profit ministry related organizations may book the Multi-Purpose Room for discounted fees with the approval of the Senior Pastor.
5. A Sound Technician and / or a Projection Technician will be provided for any event requiring the usage of the sound system or the projection system in the Sanctuary or Multi-Purpose Room at the cost of \$25.00 **per person** per hour with a 3 hour minimum required.
6. Weddings – please see the wedding manual. This is available on our website at www.trinityalgood.com and click on Resources.
7. A fee will be charged for every incident that necessitates repairs and / or excessive cleaning and / or storage, inside or outside the building, for, but not limited to removal of decorations, table or chair dressings, candle wax, excessive vacuuming, mopping or sweeping of tile or removing debris from the building or the parking lot. The fee will vary depending on damages.

E. Decorations

You are welcome to decorate the rooms using the following guidelines:

1. ALL products used to attach decorations to the wall, ceiling, chairs, tables or building MUST be approved by your event coordinator and must be removed promptly after your event.
2. Nails, tacks or anything that will puncture the walls are strictly prohibited.
3. As required by the Fire Marshall, all candles must be enclosed in water or in glass (votives, hurricanes, etc.) and placed a reasonable distance from anything flammable.
4. The floors and walls must be protected from spills of chocolate fountains, cakes, candles, etc.
5. Only artificial decorations (Christmas trees, flowers, plants) are permitted unless prior arrangements have been made with Trinity Assembly's event coordinator.
6. The following may not be used or thrown in Trinity Assembly buildings: Rice, glitter, confetti, or any similar small particles without incurring a clean-up charge.
7. The parking lot is part of the facility and must be left in good condition.
8. Keep elevator, stairway areas and all exit doors clear of any obstruction. Children are not allowed on the elevator without an adult.
9. The use of bubbles, smoke machine, or fog machine is not allowed inside the buildings. (Helium filled balloons are not allowed in the sanctuary. They can be used in other rooms, but not left overnight.)

F. Event Advertising (Does not apply to weddings or showers)

1. Trinity Assembly reserves the right of approval prior to publishing public information, including all advertisements, signage, exhibits or packets and promotional materials for your event at Trinity Assembly.
2. Violation of this policy shall result in the termination of any existing rental agreement and all deposits, rental fees or other sums previously paid will be retained by Trinity Assembly.
3. Banners or signs of any type are not allowed outside Trinity Assembly or in the lobby of the sanctuary without prior approval of Trinity Assembly event coordinator.

G. Animals

1. Animals, with the exception of ADA service animals, are not permitted in the building or parking lot without prior approval of Trinity Assembly event coordinator. (The ADA defines a

service animal as any guide dog, signal dog, or other animal individually trained to assist and individual with a disability.)

2. This agreement is subject to separate clean up fees, if necessary.

H. Safety & Security Policy

1. Trinity Assembly reserves the right to eject or cause to be ejected from the premises any person creating a public nuisance or a discernible risk to public health or safety.
2. Trinity Assembly shall attempt to advise you of such ejections, except those cases where an immediate risk to the public exists. As the lessee, you are responsible for obeying, and assuring all your agents, employees, contractors, and guests obey all laws, ordinances, rules, and regulations.
3. Weapons and / or firearms are not permitted on the premises without prior approval.
4. An off-duty police officer may be on staff during events as a preventative measure. If you are interested in providing security at your event, please inquire with Trinity Assembly's event coordinator for contact information. Payment **and** arrangements for this service are up to the **facility renter** not Trinity Assembly.

I. Lost & Abandoned Articles

1. Trinity Assembly maintains a lost and found area for any items turned into the office. If you are missing an item after your event you may call the office at 931.537.9830 and we will be happy to check for lost and found items.
2. Any supplies or decorations left after your event, without prior arrangements, may be disposed of and result in your being charged for the breakdown/disposal of your supplies or decorations. Please check with Trinity Assembly's event coordinator for details prior to your event.

ACKNOWLEDGMENT OF COPY

I, _____, hereby acknowledge receipt of a copy of the **PROPERTY MANAGEMENT FACILITY POLICY**. This policy has been adopted by the Board of Directors of TRINITY ASSEMBLY OF GOD, INC., and I hereby acknowledge my agreement to abide by said policy.

Signature

Date

Event

Event Date

Event Contact (Please Print)