

Trinity Lutheran Church Building Use Guide

935 West Bigelow Ave

Findlay, OH 45840

www.trinityfindlay.org

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Welcome to Trinity Lutheran Church as our guest and make yourself at home. This brief usage guide provides information about our facility, the fees for usage, our expectations, and how to make the most of your time with us.

Our Facility

Our building here at 935 West Bigelow was first built in 1970 and has been expanded several times to accommodate more activities in the life of our congregation and for use by the larger community. The major sections are as follows:

- The Worship Center – Built in 1970, our worship center is lined with stained glass windows portraying the life of Jesus and is where the majority of our congregational worship services take place, including weddings.
- Luther Hall – Beneath the Worship Center, Luther Hall is our second largest meeting room and is available for community use and special events. Luther Hall can seat 110 people at tables and includes a kitchen.
- The Education Wing – Built in the 1980s, the Education wing has classrooms and our staff offices on the main floor and houses the TLC PreSchool and Daycare on the ground floor. Most of these rooms are not available for community use.
- The Community Life Center – Our most recent addition, the Community Life Center (CLC) was built in 2008. It includes a full sized basketball court, markings for volleyball, a commercial grade kitchen, a small outdoor courtyard, a walking track, and handicap accessible bathrooms. The entrance to the CLC is found at the west entrance of the building. There are also three classrooms but these are not available for community use. The kitchen and main gym area are used by many groups in the community for receptions, meetings, basketball and volleyball camps/leagues, and other events. The seating in the CLC using our available tables and chairs is 250.

Fees for Usage (updated 1/31/19)

Depending on the room and organization, our general fees break down as follows. Please see our wedding handbook for fees involved for weddings at Trinity.

Item	Member	Non-member
Community Life Center	Free	\$75/hr
Luther Hall	Free	\$75 per event
Classrooms	Free	\$20/hr
Custodian	\$60 – Luther/ \$125 CLC	\$60 – Luther/ \$125 CLC
Event Organizer	\$75	\$75 minimum

Other Fees

- Non-members must pay for all rentals in advance and for certain large events, an additional refundable \$125 deposit will be required. Following a building inspection after the event, the deposit will be refunded by mail on the next business day. Any failure to follow the stated policies or damage incurred to church property will be deducted from the deposit. Any damage that exceeds that of the deposit will be billed to those signed on the Building Use Form, who will accept full liability for such damage.
- Renters of our large meeting spaces will need to do their own set up of Trinity's tables and chairs, supervised by one of our event team.
- All renters are expected to clean up and return the building to its original state prior to their event. However, custodial cleaning is still required after all events in Luther Hall and the CLC at a cost of \$60 for Luther Hall and \$125 for the CLC.
- The charges for Luther Hall and the CLC include kitchen use. Renting parties may use any of the kitchen facilities except the following:
 - The Dishwater/Sanitizer – This may only be used by trained members of Trinity and is not available for use.
 - Plates and Silverware – You are asked to provide your own plates and silverware. You may use the other items in the drawers (knives, serving spoons, etc..) provided you clean them and return them to their drawers.
 - Refrigerators – You are welcome to use the empty portions of the refrigerators. However, do not use or move any items in the spaces designated for the TLC Preschool.
- Insurance – Organizations which are not ministries of Trinity Lutheran Church may be required to have a public liability insurance policy with a minimum of \$1 million limit of liability coverage. Trinity must be named as an “additional insured on the borrower's policy for liability damages arising out of the borrower's activities on Trinity's premises. Certificate of such insurance must be provided to complete your request.
- Hold Harmless Form – Those who do not have liability insurance will be required to return a signed and notarized “Hold Harmless Form” Room Reservation Form, releasing Trinity from any legal liability for accidents or incidents occurring during your event.
- Not-for-profit agencies may request that usage fees be waived and these will be considered on an individual basis.
- Trinity Lutheran Church reserves the right to refuse any request or terminate any agreement for actions or intent that is deemed inconsistent with its mission and confession of faith.
- Trinity Lutheran Church reserves the right to move/cancel said group if a church event/program needs the space reserved by second party.

Thank You

Thank you for considering Trinity Lutheran Church for your event. Like any other facility, we strive to be sure that everyone have a safe and wonderful time and that all participants are protected. We invite you to come back, get to know us better, and join us in servicing our community and our Lord.

Administrative Items

Building Use Staff Communication Process

(Effective September 20, 2012)

As the Community Life Center and other parts of our facility are used increasingly by ministries and the larger community, it is important that we develop clear lines of communication among all the staff. Our process will be as follows:

1. All room usage at Trinity must be coordinated first through the church office and the Administrative Secretary. Any group that uses a room without working through the office will lose the room to those who have made reservations.
2. All building reservations and activities must be signed for and supervised by at least one adult of eighteen years of age or older.
3. The administrative secretary will receive and pass on all room reservation fees to the church bookkeeper.
4. All regular, repeating events will only be listed on the church web page calendar (www.trinityfindlay.org). This includes Sunday School classes, team meetings, and other existing group meetings. All occasional or special meetings will also be listed on the web calendar but will also need to complete a Building Reservation Request form with any additional needs.
5. All new events will complete a General Reservation Form (White Form) or In-House Reservation Form (Green Form for Trinity and Synod events only). Completed forms will be kept on file in the church office with hard copies placed in the mailbox of the Event Team Coordinator and the Church Custodian.
6. We will no longer be offering our video screen, projectors, or sound systems for General Reservation events.
7. The Event Team Coordinator will receive Reservation Forms for all large events (more than 50 people) or events requiring supervision.
8. The Event Team Coordinator will assign an Event Team member to any necessary event, provide them with the Reservation Form, and email the information to the Administrative Secretary.
9. The Event Team Member (when present) will handle all questions and issues with those using our facility, including guiding any necessary set up with volunteers and the post event inspection.
10. All outside or Synod events will require that the inspection check list on the back of the Registration Form be completed by an Event Team member or designated staff member/volunteer.
11. Special requests from existing groups (i.e., additional table set up, projector/screen, etc...) will require a new form with the details passed on to the appropriate staff.
12. All questions or changes to any existing Reservation Form will first be communicated by email so that all appropriate staff are informed in writing and can respond appropriately. All emergency situations will be handled by phone.

Building Procedures - Unlocking and Locking

- 1.) If before 7:00pm, Monday through Friday, the Administrative Secretary will unlock necessary door for access to the building or have daycare keep west door open.
- 2.) If after 7:00pm, Monday through Friday, the Custodian will unlock necessary door for access to the building.
- 3.) The Custodian will secure building after event is over.
- 4.) The Custodian will unlock building on the weekend for events and secure building after event is over.
- 5.) If an event requires a member of the Event Team, the Event Team member will open the building and then inspect and secure the building after an event.
- 6.) If the Custodian is not available the following procedure will take place:
- 7.) The Custodian will contact The Senior Pastor and/or the Administrative Secretary if he is not available to lock and/or unlock building for event.
- 8.) Signs are hung on doors for Emergency contact procedure:
 - Call Dave Stultz (Custodian) at 419-722-4484 (weekends and after 7:00pm during the week)
 - Call Kyra Oaks (Administrative Secretary) at 419-306-3317 (before 7:00pm during the week)
 - Call Jason Broerman (Council President) at 419-889-7997

Trinity Events Team

Purpose: The Trinity Events Team, led by an Events Team Coordinator, will represent Trinity and assist those using our facilities, primarily at large group events.

Details: Our ability to host large events has exceeded our current ability or staffing, so an Events Team will allow us continue to offer facility for public use and be good stewards of the gifts God has given us.

- The Event Team is a ministry of hospitality, representing Trinity Lutheran Church and offering a warm welcome in the name of Jesus Christ to all who come here. Members should have the gifts of hospitality, patience, joy, and service as there are times when rental situations can become strained or awkward, which then requires elements of both diplomacy and firmness in the care of the building, our larger ministry, and our guests.
- The Event Team that will be connected with the Property Team and the Ministry staff. They will communicate primarily with the Administrative Secretary and the Custodian.
- Set up and take down of large events will now be done by those renting our facility. However, they will be supervised by a member of the Event Team who will indicate what can and cannot be used.
- An Event Team member will be present during these large events and will be compensated with an honorarium by those renting the facility, just as an honorarium is paid to the custodian.
- An Event Team member will do a final Building Inspection before the rental deposit is returned to the renter.
- An Event Team frees the Custodian from additional duties, which are considerable already, and can simply focus on cleaning, not hospitality and set up.
- The Event Team will work primarily with large General/Public events numbering over 50 or requiring significant special set up.

Event Team Leader Job Description

- The Event Team Leader will recruit and train individuals to assist those renting our facility for large group events and supervise all set up, take down, and building usage.
- The Event Team Leader will maintain a roster of trained members and provide that roster to the Administrative Secretary.
- When an event is scheduled, the Administrative Secretary will inform the Event Team Leader, who will then assign a Team member to the event. The Team Member will then contact the Administrative Secretary for full details.
- The Event Team Leader will maintain a binder of all Building Reservation Forms, past and present, for scheduling and accountability purposes.

Event Team Member Job Description

- An Event Team Member will provide assistance and supervision to those who are renting our facility for large events.
- Set up, take down, building usage supervision, and hospitality on behalf of Trinity are the primary responsibilities of a team member.
- A more detailed job description with an event checklist is being developed using materials from the event staff at The Cube.