

## **POLICY AND GENERAL GUIDELINES FOR USE OF CHURCH FACILITIES AND PROPERTY**

### **Statement of Intent**

The grounds and buildings of Holy Trinity Greek Orthodox Church (HTGOC) are primarily available for the church members and church organizations engaging in activities approved by the church. These include the worship services of large and small groups, sacraments, Christian education for all ages, church sponsored organizations, fellowship, and recreation in keeping with the spirit of our church tradition. Any religious service(s) of the parish, such as Divine Liturgy, Baptism, Evening prayers, Lenten and Holy Week services will always have priority over other use. No activities or meetings are permitted to take place during these religious services. Church members and church organizations must comply with the Policy and General Rules for use of church facilities and property.

It is also part of the mission of this church to encourage and support many community activities, and in no way are these policies intended to deny access to the facilities. They are intended to spell out the guidelines under which the church property will be made available.

### **General Use Policy**

All organizations or individuals (members or nonmembers) must submit a request for use of any part of the facility with the church office, which will be reviewed and approved by the Facilities Use Committee from the Parish Council or their designees. Permission to use the facility should be requested forty-five (45) days in advance of the date of use and can be done by completing a use application available at the church office and on the church Web site. Church organizations and their related activities will be given priority over activities not sponsored by HTGOC. Ministries, as well as activities organized by church members where members of the community also participate, are considered as church organizations, (i.e. AHEPA, Greek School, volleyball, etc.). Rentals by members in good standing will be given priority over all other rentals if reserved two months in advance of the event. Non-members may not reserve the facility earlier than two months prior to the date of their event. In accordance with the Church By-Laws, a person will be considered in good standing in the first quarter of the calendar year if he or she has returned a completed stewardship pledge card and has completed his or her previous year's pledge. If the rental occurs in the second quarter of the calendar year, he or she must have satisfied twenty-five (25%) percent of their stewardship pledge. If the rental occurs in the third quarter fifty (50%) percent of their stewardship obligation and if in the fourth quarter seventy-five (75%) percent of their stewardship pledge must have been met.

It is the duty of the church staff and the appropriate church committee to provide arrangements that are properly requested in ample time for events scheduled in the manner herein prescribed. This policy serves as a guide for eligibility for use of facilities. Questions of interpretation of the policy or exceptions to the policy will be resolved by executive committee of the Parish Council, or their designee.

Holy Trinity Greek Orthodox Church assumes no responsibility for property brought into its facilities or onto its grounds. HTGOC will not be responsible for any property theft, damage or loss, nor any liability or loss from any accident or personal injury occurring to individuals while using the facilities.

Users of the Church facilities are expected to leave the facilities and grounds clean and undamaged. Regardless of whether users find the facilities to be perfectly clean, users are expected to leave the facility perfectly clean including the grounds and parking lots. All litter and debris is to be picked up and disposed of appropriately. Users will be responsible for all damages to buildings, grounds and fields, parking lots, signage, lighting fixtures and any equipment, appliances or tools due to their use of the facility. No temporary or permanent modifications can be made to the property without prior written consent of the Parish Council. Use of kitchen facilities is only allowed by ministries, church organizations, and caterers who have been approved by the Facility Use Committee. In all cases, users must follow the Kitchen Use

Guidelines. Fundraising or solicitation activities by individuals or organizations are allowed only by approval of the Parish Council.

Any decorations, signs, or on site publicity must be cleared in advance with the church office. Nothing may be taped, nailed, stapled, tacked, drilled, hooked, or otherwise affixed to ceilings, painted surfaces, fire sprinkler, columns, fabric, decorative walls, doors, (including wooden entry doors), or podiums without approval from the church office. This includes all surfaces throughout the interior or exterior of the building. Smoking is prohibited in all buildings and entry ways. Smoking is only allowed in designated outdoor smoking areas. All groups using the church and its facilities are asked to cooperate in maintaining the beauty and dignity of the church appointments, and the spirit of reverence which characterizes the Orthodox tradition.

Users of the Church facilities are requested to respect spiritual activities that may be taking place in the sanctuary or elsewhere on the church property. This includes the need for privacy and particularly noise levels that are appropriate for spiritual ceremonies.

All Sunday through Thursday evening events must conclude by 10 p.m. and the building must be vacated by 11 p.m. All Friday and Saturday events must conclude by 11 p.m. and the building must be vacated by midnight.

Users of the Church will not engage in sales or solicitation of sales of goods or services unless approved by the Parish Council. Illegal use of prescription and non prescription drugs or illegal substances is not allowed at anytime. Nor is the consumption of alcoholic products in any form allowed within the church. However, alcoholic beverages provided in a catered event within the church hall is permissible given the caterer has the appropriate legal license to dispense these products and that no alcoholic products are taken outside of the church hall. Additionally, no tailgating with or without alcoholic products is allowed in the church parking lots or on the church grounds. Individuals are responsible for their behavior and any subsequent actions regarding the effects of consuming alcoholic products while utilizing the church facility or grounds and will not hold the church liable for any consequences from their actions i.e. involved in an accident while operating a motor vehicle while impaired.

All portions of the sidewalks, entries, doors, passages, vestibules, halls, corridors, stairways, and all ways of access to the facilities in use must be kept unobstructed and must not be used for any purpose other than to enter or exit the facility.

At the completion of the event, users are required to remain until the designated Parish Council member or designee locks all doors from the outside and also sets the security system. Instructions for contacting the Parish Council member or designee will be provided to the users 48 hours prior to the event.

Skateboarding, roller skating or the use of roller blades, cycling, and loitering are prohibited on church grounds. Parking is allowed only on paved areas. Maintenance, overnight parking or storing of any type of vehicles, campers, trailers, equipment, or storage containers of any size is not allowed in the parking lots or the grounds.

No weapons i.e. firearms, bows, etc. regardless of legal permits are allowed in or on the church grounds at any time. Also prohibited are fireworks and anything containing combustible liquids or gases (i.e. propane tank).

## **RULES FOR THE USE OF THE CHURCH FACILITIES:**

### **RULES FOR USE OF MAIN HALL**

The Parish Council reserves the right to deny use, based on the nature of the request. Failure to comply with the rules of the various buildings and facilities will result in denial for future use and may result in events being concluded prior to their planned time.

Holy Trinity Greek Orthodox Church encourages the use of this hall by individuals and organizations for the development of the community's spiritual, social and physical growth. The following rules are designed to maximize the utilization of these facilities. Your cooperation will help ensure these objectives are met.

Permission to use the facility must be requested by completing a use application available at the church office and on the church Web site, and approval should be requested at least 45 days in advance of use.

There must be at least one adult (age 21 or older) in attendance for each six (6) persons in attendance under age 21. Children are not to be left unattended in another area during use of the facility.

Permission to use the premises will include the parking lot, entrance hall, restrooms and area(s) designated on the application form. If use of the kitchen is desired, permission must be requested by completing a use application designed specifically for the kitchen.

Under no circumstances will other areas of the building be entered or used without prior approval.

Users are expected to use and occupy the facility in accordance with all applicable municipal, state and federal laws, including but not limited to sanitation, alcoholic beverage control laws and fire codes.

The heating and cooling system is Pre-set. Do not adjust the thermostats.

Holy Trinity Greek Orthodox Church, its clergy, Parish Council members and parishioners do not assume any responsibility for any losses during rentals or use of its facilities, grounds or parking lots due to power failure, loss of any utilities as water and gas, failures of any plumbing, heating and air conditioning, kitchen equipment including refrigeration and ice machine, or any other equipment or fixtures being used which do not fulfill the activity expectations of the users.

In the event that Holy Trinity Greek Orthodox Church or any part of the church, grounds and parking lot is damaged by fire or if for any reason, including earthquake, hurricane, flood, act of nature, or any other cause like or unlike any cause mentioned which is beyond the control of HTGOC and which renders the fulfillment of a rental impossible, the rental will be canceled or postponed. All deposits will be refunded and both parties will be released from their obligation.

Renters may be required to purchase their own insurance to protect against loss.

### **RULES FOR THE USE OF THE HALL KITCHEN**

The rules for use of the Hall apply also to the Kitchen. Use of the kitchen is limited to use of the range, ovens, water, ice maker, coffee maker, sinks, and prep tables and indoor refrigerator. Any other user needs must be defined at the time of the initial rental and will incur a rental fee.

For kitchen rental, the following rules must be adhered to:

A HTGOC approved caterer must be used. Approval of use has been implemented to ensure we comply with important safety rules, health department policies, and establish clarity on the expectations of kitchen use. Approved caterers will be required to provide HTGOC with an indemnification agreement and proof of adequate insurance. An appointment must be made with a member of the Facilities Subcommittee for instructions on getting approved for use of the kitchen 30 days prior to the event.

Pots, pans, utensils and other kitchen pantry items are for the use of the church ministries only. Paper products, i.e. cups, napkins, etc., (stored in the kitchen or elsewhere) are not available for your use.

The kitchen must be left in good order and clean with everything in its proper place.

The refrigerator may be used during the time of use and must be clean and the doors closed. The freezer may not be used and must remain closed at all times.

Personal items, i.e. dishes, trays, etc., must not be left after the scheduled event. All food must be removed from the premises at the conclusion of the event. Any personal items left will become the property of the church.

At the termination of use:

- a) Clean the area used, returning all furniture and equipment to its original location.
- b) Turn off Stove Top, Oven, Ventilations System
- c) Turn off lights, including restrooms.
- d) Report any non-functioning equipment or broken items to the church office within 48 hours.
- e) Put all trash and recyclable materials in appropriate receptacle located behind the Hall.

### **CHARGES FOR BUILDING USE**

#### **DEPOSIT – RESERVATIONS**

A payment of fifty (50%) percent of the cost and the full security deposit must be received by the church office within forty-eight (48) hours of making the reservation in order to secure the reservation for the date desired. The balance is due one week before the date of facility use. Business hours are from 9 a.m. to 4 p.m. Monday through Thursday; 9:30 a.m. to 2 p.m., Friday.

#### **DEPOSIT – CANCELLATIONS, AFTER EVENT INSPECTION**

Cancellations occurring less than thirty (30) days prior to the event will result in the loss of the initial fifty (50%) percent deposit. After an event with a positive inspection, security deposits will be returned to users within one week after the first business day following the event.

#### **JANITORIAL & SETUP AND TEAR DOWN SERVICES**

A service fee will be held to ensure that users clean and re-setup the facility. Events requiring set up prior to the actual day of the event will be allowed to set up during normal business hours the day prior to the event providing the facility is not being utilized. A rental charge will be assessed at the appropriate minimum hourly rate. On the actual event day, the rental period and charges will begin with event preparations such as setting up and decorating, and will continue through cleanup and re-setup time as needed. The service fee will be returned to the users after a positive inspection of the facility on the next business day. Renters may elect to have janitorial or setup services provided, but will schedule this prior to the event. Failure to schedule service or cleanup will result in loss of Security Deposits. Church Organizations are expected to take care of cleanup, setup and tear down services for their events. Church Organizations who fail to provide adequate cleanup or setup will be penalized by a deduction in their appropriated budget for the current year.

#### **EQUIPMENT RENTAL SERVICES**

Audiovisual equipment must be secured through external contract services.

**FACILITY RENTAL FEES**<sup>1</sup>**Classrooms**

Church Organizations .....	No Fee
..... Janitorial Services (appropriated from budget)	\$100.00
Members in Good Standing (2 hr minimum) .....	\$50.00 per hour
..... Security Deposit	\$100.00
..... Janitorial Services & Tear Down	\$100.00
Others (2 hr minimum) .....	\$75.00 per hour
..... Security Deposit	\$100.00
..... Janitorial Services & Tear Down	\$100.00

**Multi-Purpose Room**

Church Organizations .....	No Fee
..... Janitorial Services (appropriated from budget)	\$100.00
Members in good standing (2 hr minimum) .....	\$50.00 per hour
..... Security Deposit	\$150.00
..... Janitorial Services & Setup	\$100.00
Others (2 hr minimum) .....	\$75.00 per hour
..... Security Deposit	\$150.00
..... Janitorial Services & Tear Down	\$100.00

**Hall**

Church Organizations .....	No Fee
..... Janitorial Services (appropriated from budget)	\$100.00
Members in good standing (2 hr minimum) .....	\$75.00 per hour
..... Security Deposit	\$200.00
..... Janitorial Services & Tear Down	\$250.00
Others (2 hr minimum) .....	\$100.00 per hour
..... Security Deposit	\$200.00
..... Janitorial Services & Tear Down	\$200.00

**Kitchen**

Church Organizations .....	No Fee
..... Janitorial Services (appropriated from budget)	\$200.00
Members in good standing (2 hr minimum) .....	\$250.00 flat rate
..... Security Deposit	\$250.00
..... Janitorial Services	\$250.00
Others (2 hr minimum) .....	\$350.00 flat rate
..... Security Deposit	\$250.00
..... Janitorial Services	\$250.00

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<sup>1</sup> Janitorial Pricing is subject to change based on the cost of services as quoted by our current external cleaning services. We hope to firm these prices up in the next couple of weeks.

**POLICY FOR OFF-PREMISES USE OF CHURCH EQUIPMENT AND FURNISHINGS****INTENT:**

The intent of this policy is to provide guidelines to HTGOC members and staff concerning removal of church-owned equipment and furnishings from church premises. The goal is to minimize wear and tear and the potential for loss or damage to church property through unauthorized or unnecessary use.

**PREMISE:**

- Equipment and furnishings are owned by the church to facilitate activities of the church and church organizations. They are not owned for the convenience of individual church members for their private or non-church organizational use.
- Church equipment and furnishings include any portable item or article owned by the church, including furniture (tables and chairs), audio-visual and other electronic equipment, kitchen equipment and utensils, janitorial or yard maintenance equipment, etc.

**POLICY:**

- Church equipment and furnishings must not be borrowed by individuals or organizations for their private or non-church organizational use.
- Church equipment and furnishings may be removed from church premises when needed for church organizational meetings or activities only.
- Request for use of church equipment or furnishings off the church premises must be made in writing to the church office, stating precisely what equipment is needed, the anticipated use, date and time of removal and return, and name of responsible party.

Any exception to this policy may be authorized by Executive Committee of the Parish Council with the understanding that the borrowing party will be responsible for returning equipment in the same operable condition in which it was borrowed.

The above two policy statements are proposed for governance of the facilities of Holy Trinity Greek Orthodox Church. It is further recommended that this policy and pricing be kept in place with no changes for six months from the date of enactment. Upon the completion of the six month anniversary, the Facility Use Committee will review both policy and pricing and if necessary make recommendations to the Parish Council.

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 Scenario 1

Renter desires to rent the hall on a Saturday Afternoon for a reception following a baptism. They are a member in good standing and wish to have the hall from 2 p.m. to 5 p.m. They are having the event catered. The caterer will not be using the kitchen, but instead will be simply putting out some light snacks. They will take care of having the hall cleaned by 5 p.m., and restored to Sunday morning setup.

Cost of the Hall = \$75/hour X 3 hours =	\$225.00
Security Deposit =	\$200.00
Janitorial Services and Tear Down - They plan to cleanup =	0
50% Cost due at reservation =	\$112.50
Deposit due at reservation =	\$200.00
Due one week before =	<u>\$112.50</u>
Total Paid =	\$425.00
Deposit returned one week after event, provided conditions are met =	\$200.00
Net Paid for Event =	\$225.00

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## Scenario 2

Renter desires to rent the hall on a Saturday Evening for a reception following a wedding. They are **not a member in good standing** and wish to have the hall from 6 p.m. to 11 p.m. They are having the event catered. The caterer will use the kitchen. They plan to pay the service cost of cleaning the hall and tearing down the hall for Sunday morning setup. *“When making reservations, a payment of 50% of the cost and the full security deposit must be received by the church office within 48 hours in order to secure the reservation... The balance is due one week before the date of facility use....”*

Cost of the Hall = \$100/hour X 5 hours =	\$500.00
Security Deposit =	\$200.00
Janitorial Services and Tear Down =	\$200.00
Cost of the Kitchen =	\$350.00
Security Deposit =	\$250.00
Janitorial Services =	\$250.00
50% cost due at reservation = (\$500+\$350 = \$850 x 50%)	\$425.00
Security Deposit due at reservation = Hall & Kitchen (\$200+\$250)	<u>\$450.00</u>
Total Due at reservation =	\$875.00
One week before = Janitorial Services (\$200+\$250)	\$450.00
Plus other 50% of cost =	<u>\$425.00</u>
Total Due one week prior to the rental =	\$875.00
Total Paid (deposit + rental = \$875+\$875) =	\$1,750.00
Deposit returned one week after event, provided conditions are met =	<u>\$450.00</u>
Net Paid for Event = (\$1,750.00-\$450)	\$1,300.00