



MANUAL OF BUILDING USE POLICIES

Trinity Presbyterian Church



JUNE 27, 2021

Adopted by the Session
Trinity Presbyterian Church

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Mission

As an inclusive community of faith, we commit ourselves to embody the love of God and to share our diverse lives and gifts with each other and the world. Our vision calls us into mission not only to ourselves but to the extended church family, community and the world. Together we work for justice, extend grace, and partner with God to offer abundant life, healing, and hope to our community and the world.

Purpose

The purpose of Trinity Presbyterian Church building, grounds and equipment is to serve its members, its neighborhood and the greater Harrisonburg community for maximum use and of greatest service. The use of the building, grounds and equipment shall be confined to religious, educational, social services and other functions consistent with the values of Trinity Presbyterian Church. We reaffirm our commitment to providing hospitality through the use of our church by members of the community. We look forward to continuing this part of our ministry, aided by policies that will make us better stewards of the gifts that have been entrusted to us

Building Use Philosophy

The use of Trinity Presbyterian Church will be guided by our vision and philosophy of an inclusive community whose purpose is to use our building for the actual life, service, and witness to the world of God's grace and love. Therefore, priority will be given to non-profit groups, church related groups and groups whose mission it is to meet the needs of those in our community who may be "marginalized". **Individuals and groups using the building must not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status or sexual orientation in any of its activities or operations.**

GENERAL CONTACT INFORMATION

Office Hours: Monday through Friday—9:00 am to 3:00 pm

Address: 725 South High Street, Harrisonburg, VA 22801

Phone Number: (540) 434-9556

Email: office@trinitypresbyterianharrisonburg.org

Website: www.trinitypresbyterianharrisonburg.org

Church Administrator: Victoria Riddle (540) 434-9556

Emergency Contact: Dane Byers (540) 820-2132

Inclement Weather Policy

The weather is the most unpredictable item we all must deal with during the winter months. Our first priority is the safety of all people using our building, as well as wear and tear on our building. Many times, the day begins with lots of snow/ice and by evening roads are clear and travel is not an issue. However, in order to be consistent for everyone and to make sure there are no misunderstandings the following guidelines are used in determining whether to close our building to community use. We will use the Harrisonburg City School system closings and delays decision to determine if our building is closed or open.

PLEASE CONSULT LOCAL MEDIA FOR SCHOOL CLOSINGS.

1. If Harrisonburg City Schools are closed ALL community activities at Trinity are cancelled. No exceptions!
2. If Harrisonburg City Schools close school early, then all community activities at Trinity that evening are cancelled as well.
3. In case of a delayed opening, the church will open following the same schedule as the city schools.

GENERAL POLICIES

1. Any member or group approved to use the building or grounds must know that **meetings and services of the congregation shall have prior claim to space, facilities and equipment** and at times will supersede the group's scheduled reservation. When this occurs the designated contact person will be responsible for notifying the group.
2. The Session and/or the Building and Grounds committee reserves the right to restrict, limit or refuse access to the use of the grounds, building or equipment to any group that does not comply with the guidelines set forth in this document.
3. The Church Administrator, consulting with the Buildings and Grounds Committee and/or Pastor when concerns arise, will schedule all building use.
4. The Church Administrator will notify the contact person regarding use, regulations, and any specific requests for the group before final approval is granted.
5. The Church Administrator will maintain an up-to-date calendar of all events scheduled for use of the building as well as a file of reservation requests for persons and/or groups using the building.
6. Custodians will view the website calendar to be apprised of all scheduled events taking place in the building.
7. The Church Administrator will notify the custodians regarding any special space needs or cleanup requests by any person or group using the building subject to additional fees, within limits.

PROCEDURES FOR BUILDING USE REQUESTS

Each request for use of the building must be processed in the following manner.

1. Trinity building use is a yearly process that is scheduled from July 1st thru June 30th of each calendar year. Groups who wish to use the building **MUST** re-apply each year.
2. Groups wishing to use the building and or the Centering Space Rooms must first contact the Church Administrator to request a facility reservation form. Requests must be made at least **five business days** in advance of the event. **Individuals** wishing to schedule any of the CENTERING SPACE rooms must contact the Church Administrator at least **two business days** in advance of using the room(s).
3. One designated contact person must make requests and shall be personally responsible for the use and care of the building and equipment according to the guidelines established. The designated contact person is personally responsible for the building access code and must not share it with anyone.
4. The contact person must complete the request form, read this policy, (Guidelines for Building Use) agree to all terms, and sign the Hold Harmless Agreement before submitting the request form to the Church Administrator.
5. The Church Administrator will notify the contact person regarding approval. If the request is approved, the appropriate fees must be submitted to the Church Administrator before the event can be booked on the church calendar. Granted use of the facility must be limited to **only the approved facility areas** as listed on the reservation form.
6. After the approved event is booked the contact person must meet with the Church Administrator to receive instructions about building access, care of the building and cleanup, building key information and any procedural matters that may arise.
7. After the event has concluded the contact person must return the cleanup check list to the Church Administrator.

Building Use Approval Process

1. Building use request and approval process
 1. Complete all necessary forms for building use and submit them to the Church Administrator for processing.
 2. A person must be identified on the reservation form who is responsible for how the building is used and cleaned up, and who will be handling the needs of the group.
 3. The building use request must be reviewed and that person will be notified if approval is granted or denied.
 4. The contact person on the request form will be notified of approval and a time to meet with the Church Administrator during office hours to complete the process.
 5. Granted use of the facility must be limited to approved facility areas as listed on the reservation form. Other parts of the building may be in use for other purposes at the same time.
2. The building use is a yearly process and is scheduled from July 1 thru June 30 of each year. Groups who wish to use the building **MUST** reapply each year. Consideration will be given to groups who have used the building before, provided their use has been satisfactory.
3. If more than one request is made for a specific room for the same time, the church reserves the right to prioritize requests and assign an alternative area where the need could be met for both parties.

General Guidelines for Building Use

Please be good stewards as you use these facilities and follow the guidelines for church use.

1. Park only in the designated areas and observe all signs regarding handicapped and church use.
2. No smoking, vaping, alcoholic beverages, or illegal drugs are allowed on church property.
3. Properly certified service dogs shall be allowed in the building.
4. The church grounds are designated as a “gun-free” zone.
5. Report any damage to the building or grounds to the Church Administrator immediately. If the Church Administrator is not available, damage may be reported by phone or email. All damage is the responsibility of the group using the facility. Additional charges will be assessed for damage or inadequate cleanup of the facility. **In case of an emergency, or if immediate attention is required to respond to damage, please call the Emergency Contact Person listed on page 3 of this handbook.**
6. Each group is responsible for set-up and cleanup of all areas used. All items such as tables and chairs are to be cleaned and returned to their original location.
7. Hanging and placing decorations should not leave marks or create holes in walls, trim doors, etc. All decorations must be removed immediately following a scheduled event.
8. Adequate supervision (Two persons over the age of 18) must be provided for all activities involving children or youth groups, including approved use of the nursery. *Child supervision will not be provided by the church.* All play equipment **must be sanitized** and returned to its original location.
9. Equipment requests must be noted on the reservation form.
10. No rice, birdseed and/or bubbles may be used inside the building. If used outside, the group using the facility is responsible for cleanup.
11. When exiting the building please pick up all trash, flush toilets, turn out lights, and lock all doors and windows before leaving.

12. If the Downstairs kitchen or Harbor Room kitchen has been approved, please review the Kitchen Guidelines for **each** kitchen before using the space.
13. All activities and uses of the building must conform to city, fire and safety ordinances, which can be found online:
https://library.municode.com/va/harrisonburg/codes/code_of_ordinances. If candles are used, approval must be obtained from the Church Administrator prior to their use.
14. AV equipment, including access to a sound system, is generally not available to groups using the space. Requests that include equipment use must be submitted at least **ten business days** in advance of the event. Equipment use must have special permission from the Building and Grounds committee and must be set-up and operated by a trained and authorized person from Trinity Presbyterian Church. A fee will be charged for its use in addition to an hourly rate for the equipment operator. The exception to this is the television in the Commons, which may be used with permission, but at no additional cost. Users are responsible for supplying their own hardware for connection or projection, and technical assistance is generally not available.
15. Building use is limited to the designated area in which approval has been granted and only during the time scheduled for the class, event or meeting. Building users may not access entry at any other time. The group contact person may not share the access code with anyone.
16. All supplies, materials, etc. brought in by groups reserving space at Trinity are the responsibility of the group's designated contact person and no items are to be stored in the building or on the church grounds.
17. Failure to adhere to these guidelines may result in the forfeiture of building use.

Specific Room Usage Guidelines

Persons and groups are responsible for cleanup each time they use the church building. The Church Administrator will provide instruction during the building use orientation prior to the scheduled event.

Sanctuary

1. Tables and chairs may be used in the sanctuary but must be returned to their original place when finished. Chairs must be placed on the racks in the specific order listed in the guide posted on each rack to ensure proper placement.
2. NO food or beverage is allowed in the sanctuary at any time.
3. Persons and groups are responsible for general cleanup, which includes sweeping the floor, making sure all windows are locked and lights are turned off when leaving the sanctuary. **The room should be left in the same condition as when the group arrived.**
4. The piano and sound system are not to be used by any non-member without permission granted by the Building and Grounds committee and the music professionals at Trinity. The Church Administrator will verify this prior to the event. An additional tuning fee may apply.
5. Hanging and placing of decorations, posters, etc. must not create holes or leave marks on the walls or windows. All decorations must be removed at the conclusion of the event.
6. All local and state fire safety regulations must be followed. A complete list of regulations can be found online:
https://library.municode.com/va/harrisonburg/codes/code_of_ordinances.
7. The church office sets the proper maintenance of temperatures for the sanctuary. Please do not attempt to adjust the thermostat for any reason. Contact the church office if any temperature adjustment is needed.

Commons Area

1. Tables and chairs may be used in the Commons Area but must be returned to the racks located in the closet in the commons area, using the specific order listed on the chart.

2. Any spills on the carpet must be cleaned up immediately to avoid stains on the carpet to keep the space sanitary.
3. The church office sets the proper maintenance of temperature for the commons area. Please do not attempt to adjust the thermostat for any reason. Contact the church office if any temperature adjustment is needed.
4. All local and state fire safety regulations must be followed. A complete list of regulations can be found online:
https://library.municode.com/va/harrisonburg/codes/code_of_ordinances.
5. Persons and groups are responsible for general cleanup, including vacuuming the carpet, wiping down tables, making sure all windows and doors are locked and lights are turned off when leaving the Commons Area. The room must be left in the same condition as when the group arrived.
6. The AV equipment is not to be used by any non-member without permission granted by the Buildings and Grounds Committee and the technology professionals at Trinity. The Church Administrator will verify this prior to the event.
7. Use of the Commons Area **does not** include use of the kitchen. You must make a specific request prior to your event in order to use the kitchen.

Yoke Room

1. This room is used for small group meetings only.
2. The furniture may not be removed from the room for any reason. Other chairs may be added as needed but must be returned to their original location in the Commons Area and placed on the rack provided in the specific order listed on the chart.
3. Food and beverages may be consumed in this room, but any spills must be cleaned up immediately.
4. All local and state fire safety regulations must be followed. A complete list of regulations can be found online:
https://library.municode.com/va/harrisonburg/codes/code_of_ordinances.
5. The room should be left in the same condition as when the group arrived.

Library

1. The church's library should be used with care. If books are used, they must be placed back on the shelf in their proper order.
2. This room is to be used for small group meetings only.
3. Furniture may not be removed from the room for any reason. Other chairs may be added as needed but must be returned to their original location.
4. Food and beverages may be consumed in this room, but any spills must be cleaned up immediately.
5. All local and state fire safety regulations must be followed. A complete list of regulations can be found online:
https://library.municode.com/va/harrisonburg/codes/code_of_ordinances.
6. The room should be left in the same condition as when the group arrived.

Nursery

1. This room is used by the church on Sunday mornings for young children and must be reserved in advance by the designated contact person for the group using the building. The equipment and toys may be used but must be sanitized using anti-bacterial wipes and returned to their proper place in the room.
2. Food and beverages may be consumed in this room, but any spills must be cleaned up immediately.
3. Children under the age of 18 MUST be supervised by two adults (Over the age of 18) at all times when using this room.
4. All local and state fire safety regulations must be followed.
5. The room should be left in the same condition as when the group arrived.
6. Supplies in the cabinets are for church use only. Groups must purchase their own supplies for use in this room.

Playground Use

1. Groups using the building may also use the playground at no additional cost.
2. Groups must follow the age-appropriate use of the playground equipment and are required to provide adult supervision of young children while they are using the playground.
3. No toys or building furniture are to be taken to the playground at any time.
4. Safety is our number one priority while using the playground. Be sure to help us keep the playground safe and orderly by picking up any trash you may find while using the facility.
5. Notify the Emergency Contact (see p. 3) and the Church Administrator (by voice mail or email if outside of office hours) immediately of any safety concerns on the playground.

Kitchen: Downstairs

1. The kitchen has unique requirements for usage due to the rules and regulations set forth by the local and state fire marshal's office. A separate set of kitchen guidelines is attached to this document.
2. Once the building/kitchen use request is approved, and prior to the scheduled event, the designated contact person **must** complete an in-service training. The kitchen must not be used without this training. Qualified members of the church will provide the in-service for use of the kitchen.
3. All local and state fire safety regulations must be followed. A complete list of regulations can be found online:
https://library.municode.com/va/harrisonburg/codes/code_of_ordinances.
4. The kitchen should be left in the same condition as when the group arrived.
5. Kitchen supplies are for church use only and must not be used by non-members.
6. Non-members may not store food in the church except for immediate use.
7. The church is not responsible for any items or supplies left in the kitchen that are lost, used or stolen.

Downstairs Kitchen Use Guidelines

Use of the downstairs kitchen includes the use of the equipment listed and additional equipment that is available if requested. Paper supplies, coffee, tea, or other food items are not included. The group using the facility must provide all food items used.

1. Any damage or breakage must be reported to the Church Administrator within 24 hours. If outside of church office hours, notification by phone and email is requested. If immediate attention is needed, contact the Emergency Contact listed on page 3.
2. Use of the kitchen includes the use of the equipment listed and additional equipment that is available if requested.
3. Limited storage space may be available, and must be requested and approved, along with the appropriate fees paid. In the event that storage space can no longer be used, groups will receive a two-week notice to remove all items.
4. Instruction books for all equipment are located in the binder next to the microwave.
5. Instructions for use of the coffee pots are posted inside the cabinet labeled coffee and filters.
6. The coffee maker and urn must be unplugged when not in use.
7. The group using the facility must provide all food items used.
8. Kitchen paper supplies, coffee, tea, or any food items are *not* included.
9. The refrigerator is for short-term storage only. Any item left in the refrigerator must be labeled with your name/organization, date to be used by, and phone number. Any items left after the event will be discarded.
10. If using caterers, all food and serving utensils must be removed promptly after the event.
11. The hood fan over the stove must be on if the Vulcan stove is in use. This applies to stove use even if you are only heating water.
12. Follow dishwashing directions as posted. The three sinks are set up for washing, rinsing, and sanitizing. Dish soap and bleach are provided.

13. The dishwasher is only to be used by trained personnel. If your group would like to use the dishwasher, you must be trained or a trained church member will need to be available.
14. There is a hand-washing sink inside the kitchen door from the Commons. Hand soap and paper towels are provided.
15. The prep sink is to be used during food preparation only. No dishes are to be washed in the prep sink. All food scraps should be placed in the trash can or compost pile outside, not in the garbage disposal.
16. Cooking/eating utensils, dishes, pots, and pans, etc. must be washed and returned to their original location.
17. Range top, ovens, sinks, counters, equipment, and appliances must be cleaned after use.
18. Remove trash when done. Trash receptacles and bags are provided. Put clean liners in all cans when done. The outside trashcans are located inside the fenced area next to the storage shed at the end of the ramp outside the kitchen door. Liners are located in the cabinet next to the broom closet.
19. All recycling must be left in the kitchen. A recycling bin is provided under the counter next to the 3-compartment sink.
20. Wipe up all spills on the kitchen floor and dust mop floor. The dust mop is located in the janitor's closet, located under the stairs in the hallway. A broom and dustpan are located in the broom closet in the kitchen
21. All dish towels used must be washed, dried and returned to the kitchen drawer where they are stored.

Centering Space: A Space for Centered CARE

(CONTEMPLATION, ACTION, RENEWAL AND EXPRESSION)

Centering Space – A Space for Centered CARE: Contemplation, Action, Renewal, and Expression is a developing new ministry to support the practice of Christian hospitality that can nurture lives of meaning and purpose individually and communally within Trinity and far beyond its walls. From its inception, Trinity has encouraged the development of the spiritual life through a practice of prayer and contemplation balanced with active face-to-face service with the church and the larger community. Centering Space offers a place and space to give focus and intentional attention to that part of us that needs to simply sit at Jesus’ feet and soak up His presence – to offer him the hospitality of attentive listening.

Centering Space is a space in Reality where you are invited to COME and find a ‘safe Harbor’ in the newly refurbished Harbor Room located on the upper level of the Church House. It is a space to COME and spend a quiet time as an individual or as a small group to ‘let down your anchor’ and settle into Christ’ presence. The space is prepared with simple refreshments, candles and essential oils, meditation guides and resources.

The larger two rooms (across the hall) will be used, as COVID protocol allows, to offer a variety of spiritual practices to open us to Contemplation, Action, Renewal and Expression. This might include Yoga classes, community dialogue around difficult issues, creative expression through art, writing, and dance.

Centering Space ONLINE is a space that continues to offer a number of resources and ways for people to gather and practice together opportunities for contemplation, action, renewal, and expression. Offerings have included a course on Mindfulness training, an Advent retreat, a course on the Enneagram, a Grief support group, Sessions on “Coming Out of Covid” and more!

Centering Space offers a new approach to Nurture – offering a variety of ways for you to engage in spiritual practices to ‘feed your soul’ and ‘keep you grounded’ ...safely moored so that you can continue to grow spiritually and develop your Faith. For some this may mean sitting in silence, for others it could mean a meaningful conversation. For ALL, it is a means of Centering oneself and paying attention to Jesus’ presence in your midst – offering to him authentic Hospitality! We welcome all who wish to be renewed in a variety of ways.

CENTERING SPACE ROOMS

HARBOR ROOM

1. This room is used for small group meeting only. (**Maximum capacity: 6**)
2. The furniture may not be removed from the room for any reason. Additional folding chairs are stored in the closet on the upper level. They may be used as necessary in the Harbor room or in the two additional Center Space room across the hall. DO NOT use them in any other space.
3. Food and beverages may be consumed in this room but any spills must be cleaned up immediately.
4. All local and state fire safety regulations must be followed. A complete list of regulations can be found online:
https://library.municode.com/va/harrisonburg/codes/code_of_ordinances.
5. The room should be left in the same condition as when the group arrived.
6. Hanging and placing of decorations, posters etc. must not create holes or leave marks on the wall or windows. All decorations must be removed at the conclusion of the event.

(The CD player is available for use as are the print and audio resources found on the shelves and storage areas. When finished using, place return to their original place and be sure the CD player is unplugged.)

Harbor Room Kitchen Guidelines

Use of the kitchen includes the use of the coffee maker, tea kettle, microwave and mini-refrigerator. Plates, cups, bowls and utensils are available for use. Coffee and tea are available along with packaged snacks. If you are using the room for a personal retreat or small group meeting please help yourself. **All dishes used must be washed, dried, and returned to their proper places when you are finished using them.** If an individual or group plans to include a meal during their use of the room, all food items must be provided by the individual or group.

1. Any damage or breakage must be reported to the Church Administrator within 24 hours. If outside of church office hours, notification by phone and email is

requested. If immediate attention is needed, contact the Emergency Contact person listed on Page 4.

2. Instruction books for all equipment are located in the drawer of the kitchen island. (If additional instructions are needed for coffee pot..simply print and add to information the drawer of the kitchen island)
3. The coffee maker and tea kettle **must be unplugged** when not in use.
4. Kitchen paper supplies, with the exception of paper towels and napkins are NOT provided.
5. The mini-refrigerator is for short-term storage only. Any items left after the event should be discarded.
6. Cooking/eating utensils, dishes, pots, and pans, etc. must be washed and returned to their original location.
7. Sink, counter, equipment and appliances must be cleaned after use.
8. Trash must be removed and clean liners placed in all cans when done. The outside trashcans are located inside the fenced area next to the storage shed in the parking lot. Liners are provided and are located in the closet in the Harbor Room.
9. All recycling must be left in the downstairs kitchen off the Commons Area. A recycling bin is provided on the counter next to the 3-compartment sink.
10. All spills on the kitchen floor should be wiped up and the floor should be dust moped. The broom and dustpan are located in the closet in the Harbor Room.
11. A laundry basket is provided for used towels. Please notify us that dirty towels are in the laundry basket by indicating this on the Room Use Checklist that is turned in the office after the event is finished.

CENTERING SPACE ROOMS

SC ROOM 1 (SMALLER ROOM: 8 PEOPLE MAXIMUM)

SC ROOM 2 (LARGER ROOM: 12 PEOPLE MAXIMUM)

1. These rooms are to be used for small to medium size groups only. See group sizes above.
2. The furniture may not be removed from the room for any reason. Additional chairs may be added as needed but must be returned to their original location.
3. Food and beverages may be consumed in these rooms, but any spills must be cleaned up immediately.
4. All local and state fire safety regulations must be followed. A complete list of regulations can be found online:
https://library.municode.com/va/harrisonburg/codes/code_of_ordinances.
5. Persons and groups are responsible for general cleanup, including vacuuming the carpet, wiping down tables, making sure all windows and doors are locked and lights are turned off when leaving the Centering Space.
6. The room should be left in the same condition as when the group arrived.
7. The AV equipment available in either or both rooms is not to be used by any non-member without permission granted by the Building and Grounds Committee and the technology professionals at Trinity. The Church Administrator will verify this prior to the event.
8. Use of the Centering Space Room 1 and 2 **does not** include use of the kitchen in the Harbor Room unless that room is also reserved. Individuals and/or groups must make a specific request prior to the event in order to use the Harbor Room kitchen and its facilities.

Outside Groups

1. Use of the building will be considered on a yearly basis from July 1 - June 30 of each year.
2. Outside groups include any groups that are not directly affiliated with a Trinity House Church, Marks Group, or committee. Outside groups fall into two categories and fee structures: for profit and not for profit.
3. Not for profit groups must submit annually documentation of non-profit status.

4. Groups that are not for profit that do not collect fees or otherwise have operating budgets may submit a fee waiver request (Form 4).
5. Groups currently using the building may renew for another year if all requirements are met as stated in the guidelines for building use and appropriate fees are paid.
6. Groups using the building for a one time only event may apply and be considered for approval if all criteria are met, fees paid, and space is available.
7. Groups using the building must use only the rooms agreed upon and must adhere to the time frame designated, including prep and cleanup time. Our building is heavily used by many groups and the same room may be used by a different group on the same night, so adhering to the times designated is critical.
8. Groups must be aware that church activities take priority for building use. There may be times during the year where a church service is scheduled that conflicts with the group use of the building. (Example: Holy Week, funeral service, member wedding) We will make every attempt to inform each group in advance of such conflicts.
9. Groups must use only the room(s) reserved and must not move to another room without consulting with the Church Administrator in advance.
10. Upstairs rooms are off limits to outside groups, **EXCEPT the Centering Space Rooms that are scheduled on an individual basis.**

Activities Not Allowed By Outside Groups

1. Weddings or rehearsal dinners
2. Graduation parties
3. Birthday Parties
4. Fraternity/Sorority events
5. Concerts and/or fundraisers

Church Member and Group Use

1. Use of the building will be considered on a yearly basis from July 1 - June 30 of each year.
2. Use of the space for church events and meetings takes precedent over other uses of the building. Space should be reserved through the church office as soon as possible when events or meetings are scheduled in order to avoid space and scheduling conflicts with outside groups.
3. Church members may request use of the space or church equipment for personal use, using the proper forms and procedures.
4. Other groups that meet at Trinity, if not directly related to a House Church, Marks Group, committee, or other work of the church, fall under Outside Group guidelines and fee structures, even if Trinity members are involved. Groups meeting the criteria may request a fee waiver using Form 4.
5. Members must fill out the proper forms for building use and adhere to the requirements stated in the building guidelines and regulations.
6. Weddings and funeral arrangements must be coordinated with the Church Administrator and Pastor to avoid scheduling conflicts with other groups.
7. Members must request, with Sessional and Pastoral approval, the use of the building for benefit concerts or other activities related to the work and mission of the church.
8. Members who use the building for **personal use** (not group use) will not be charged a fee. However, a donation to cover the cost of utilities and general maintenance is encouraged.
9. Members who use tables and chairs for **personal use** from the church for outside activities must fill out the necessary forms and schedule their use through the Church Administrator.

CHURCH MEMBER USE OF EQUIPMENT OFF PREMISES

Each request for use of equipment off premises will be processed in the following manner:

1. Church member must contact the Church Administrator and complete a reservation request giving the following information:

1. Name of requesting person, telephone number, address and other preferred contact information.
 2. Items needed, date needed, and purpose of event
 3. All equipment must be returned in good condition; damages will be the responsibility of the person using the items
2. Only older (non-padded) chairs and tables may leave the building.
 3. Equipment is to be picked up and returned during regular office hours (Mon. Wed.-Fri. 9:30 a.m.-2:30 p.m. unless other arrangements have been made. A receipt indicating the equipment has been returned will be given to the Church Administrator.
 4. Tables, chairs and other equipment will not be loaned to non-members for off-site use.
 5. The loading, unloading and transport of any church equipment are the responsibility of the parties using it.

Trinity Safe Church Policy

ALL GROUPS MUST READ THE POLICY AND SIGN THE AGREEMENT BEFORE ANY BUILDING USE IS APPROVED

Policy Regarding Sexual Misconduct and Protection of Children, Youth, and Vulnerable Adults

“What does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God.” (Micah 6:8)

Prohibition of Sexual Misconduct/Harassment

Trinity Presbyterian Church is committed to creating a worship and work community in which members, friends, staff, and volunteers can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. Specifically, all persons associated with Trinity Presbyterian Church should be aware that the church is strongly opposed to sexual exploitation and harassment and that such behavior is prohibited by church policy. It is the intention and responsibility of the church to take whatever action may be needed to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

Conduct of Church Leaders and Staff

Sexual harassment, exploitation, intimidation, or discrimination of parishioners or other individuals by anyone engaged in the ministry of Trinity Presbyterian Church (including ruling elders, employees, volunteers, and teaching elders) is unethical and unprofessional behavior and shall not be tolerated within this congregation.

The church encourages those engaged in the church's ministry to maintain their own psychological, emotional, and spiritual health, have adequate preparation and education for helping others, and understand the importance of referring those in need to supportive and helpful resources.

The church is committed to creating a safe and healthy environment in which all people can learn about and experience God's love. In order to ensure this, we expect that all people applying to be volunteers who work with minors shall have been members or friends of the church for at least six months.

It is the policy of the church to provide adequate supervision for all children and youth activities with an emphasis in maintaining at least two adults in the presence of minors. While this may not always be possible, the church members expect that all church leaders, employees and those volunteers who work with minors and/or vulnerable adults shall endeavor to provide safe places for these individuals, including striving to avoid instances where an individual minor is alone with an individual adult or older youth.

All church leaders and employees, and those volunteers who work with minors or vulnerable adults are expected to complete and submit a copy of the self-certification statement attached to this policy. All paid church employees who work with any children under the age of 18 years must submit to a background check. Background checks for paid employees will be completed before hiring to the position. Background checks will be renewed every 5 years. Background checks will be completed through Shenandoah Presbytery and paid for by the church. Failure to submit to the background check will lead to failure of hiring, with respect to paid employees. Additionally, any volunteers who will be traveling overnight as chaperones on any trips involving children under the age of 18 must submit to a background check prior to the trip.

All church leaders, employees, those volunteers who work with minors or vulnerable adults, parents of minors, and legal guardians of vulnerable adults shall receive a copy of this policy.

Reporting Allegations

The Book of Order of the Presbyterian Church (USA), at G-4.0302, requires the following of teaching elders and ruling elders:

Any member of this church engaged in ordered ministry and any certified Christian educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of privileged communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communications under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse.

The Rules of Discipline of the Book of Order provide detailed procedures to be followed in the case of allegations of sexual misconduct. In the case of a teaching elder, such allegations shall be reported to the Stated Clerk of the Presbytery through the Clerk of Session. In all other cases involving ruling elders, members, or employees, the Moderator and the Clerk of Session should contact the Stated Clerk of the Presbytery for advice and guidance.

All church members who have knowledge or suspicion of child or vulnerable adult abuse should be aware that state law requires the immediate reporting of such abuse to the civil authorities.

Approved February 2020

LIST OF FORMS

Form 1: Request for Building Use/Application

Form 2: Hold Harmless Agreement

Form 3: Fee Schedule

Form 4: Fee Waiver Request

Form 5: Key Policy and Access Chart

Form 6: Self-Certification for Church Leaders/Employees/Volunteers

Form 7: Room Use Checklist

Form 8: Kitchen (Downstairs) Use Checklist

Form 9: Harbor Room Kitchen Use Checklist

Form 10: Church Member Equipment Use (Off Premises) Agreement

Form 11: COVID Guidelines and Acknowledgement

FORM 1 - REQUEST FOR USE OF THE CHURCH BUILDING

(This form must be completed and filed in the office)

Name of Group or Organization _____

Name of Person Requesting the Facility _____

Address _____

Phone _____ Email _____

Purpose of the Activity _____

Date of Request _____

Date of Activity _____

Length of Activity _____

Time of Activity _____

What room/space is needed? _____

Children Under 18 years old present? Yes _____ No _____

If YES, please see Trinity's Safe Church policy and complete form on Self Certification

Are you requesting use of the kitchen? Yes ___ No ___

If yes, what kitchen equipment will be used? (Circle all that Apply)

Utensils Plates Glasses Dishwasher Coffee Maker(s) Other _____

Does your group have liability insurance to cover:

1. Personal liability Yes ___ No ___

2. Building and Equipment Damage Yes ___ No ___

The approval of this request allows a group to use only the section of the building and equipment requested and stated herein. It is understood that my group assumes all liability for the use of the building and equipment and will be responsible for

any damages or losses. We will exercise reasonable care in its use and supervision of group members and participants.

Date _____ Signed _____
Authorized representative of the group

FOR USE BY THE CHURCH

Approved _____ Disapproved _____ Date _____

Comments: _____

Church Administrator Signature _____

Total Fees Due _____ Date Paid: _____

Any group using the building will be informed that regularly scheduled meetings and services of the congregation shall have prior claim to all space, facilities and equipment ordinarily used by the church, and that at times this may displace their scheduled event. When this occurs it will be the responsibility of the contact person to notify all individuals in their group about this change in venue, and to secure an alternative meeting space for the group. The Session and/or the

Building and Grounds committee reserves the right to restrict, limit or refuse access to the use of the grounds, building or equipment to any group that does not comply with the guidelines set forth in this document.

FORM 2 - HOLD HARMLESS AGREEMENT

I/we have read the guidelines for use of Trinity Presbyterian Church facility and agree to abide by them, and any other specific requests made for using the facility.

I/we understand and agree that any furniture/equipment will be returned to its original location and in the condition found, and agree to clean spaces used after use (vacuuming, washing floors, bagging garbage); if items are damaged, I/we will be responsible for replacing or repairing the same.

I/we understand that I/we am responsible for the care and safety of participants at the event, and in consideration of being permitted to use the church facility, FOREVER RELEASE the church and agree to defend, indemnify and hold the church harmless from an claims or damages, for any medical expenses and other damages, to the fullest extent permitted by law.

Responsible Party Signature _____ Date _____

A second signature if requested _____ Date _____

Approved by Church Administrator _____ Date _____

FORM 3 - FEE SCHEDULE

All fees for repeated building use are to be paid by the last day of each month. Fees for one time use must be paid prior to the event.

RATE IS PER EVENT (USUALLY LASTING SEVERAL HOURS)

LOCATION	FOR PROFIT ONE TIME USE	FOR PROFIT REPEATED USE	NON-PROFIT USE
SANCTUARY	\$100	\$60	\$25
COMMONS AREA	\$75	\$60	\$25
YOKE ROOM	\$25	\$20	\$10
LIBRARY	\$25	\$20	\$10
KITCHEN (COOKING)	\$150	\$150	\$100
KITCHEN (NON-COOKING)	\$30	\$25	\$15
KITCHEN STORAGE (If available/approved)	\$25	\$25/month	\$10/month
NURSERY	\$35	\$30	\$20
CUSTODIAL FEE (If requested/needed)	\$50	\$50	\$50
AV TECH PERSONNEL	\$25/hr	\$25/hr	\$25/hr
AV EQUIPMENT	\$100	\$75	\$50

STORAGE SPACE (KITCHEN ONLY): Use of storage space in the kitchen is limited and mainly for church use. If storage space is available, groups using the kitchen must make arrangements to bring their own supplies for group use. Groups must request kitchen storage space use through the Church Administrator. The church reserves the right to deny outside groups using kitchen storage space if and when the space is needed for use by the church.

FORM 4 - REQUEST FOR FEE WAIVER

We understand that “not for profit” can include groups with income, fees charged for events, etc, while other groups operate without any fees or budget. Particularly for such community groups, finding affordable space can be quite a challenge. Please use the space below to provide details for your request for fee reduction or waiver. This should be submitted with your application for building use. For recurring meetings or events, this will need to be re-submitted for approval each year, along with a new application.

Your Name: _____

Group: _____

Requested space, date, time, and frequency of use: _____

Why are you applying for a fee reduction or waiver? _____

If you are applying for a reduction in fees, indicate what your group is able to afford. If applying for a total waiver of fees, we invite you to consider making a donation to help defray building use costs.

Signed: _____ Date: _____

FOR CHURCH USE ONLY:

Approved for Fee Reduction: _____ Approved for Fee Waiver: _____

Denied (include reason, if applicable): _____

Church Administrator: _____ Date: _____

FORM 5 - TRINITY KEY POLICY

(Approved February 2020)

To provide for the balance of better security and access for many users, the following key policy is in effect for all users of the building.

Key access to the two main entry doors (double doors by the offices and the doors to the commons) shall be provided through a key stored in a lock box with a pass code that will be distributed through the Church Administrator. The passcode will be made available to any member of the Trinity community and given to outside groups who have approved reservations to use the space. The pass code may be changed periodically.

In addition, recognizing that there are particular functions that require access to additional areas of the building, keys will be made available to the individuals serving in those functions for the duration of their particular service. At the start of service, the individual will sign out the necessary key(s) through the Church Administrator, who shall keep a record of all keys and those who have them. At the conclusion of that particular service, the key(s) should be returned and released by signature to the Church Administrator. Keys shall not be duplicated, nor shall they be lent to other individuals. Anyone needing additional access to a locked area on a temporary basis shall request a key through the same procedure.

Access points are:

- 1 - External Doors
- 2 - Church Office
- 3 - Church Office
- 4 - Pastor's Office
- 5 - Nursery
- 6 - Sound Room in Sanctuary
- 7 - Harbor Room - including external door to the stairs and internal room key
- 8 - Outside Shed
- 9 - Clothes Closet (including external door to the mission room, internal door from the Commons, and the door to the laundry areas)

"Other" Keys include

- A - Lock Box including Master Key, Pastor's Office Key, AV Room Key
- B - Finance filing cabinet
- C - AV Room
- D - Piano key

Function and Key Access Chart

	1	2	3	4	5	6	7	8	9	A	B	C	D
Pastor	X	X	X	X	X	X	X	X	X	X			
B&G Elder 1	X	X	X	X	X	X	X	X	X	X		X	
B&G Elder 2	X	X	X		X	X	X	X	X				
Church Administrator	X	X	X		X	X	X	X	X	X			
Emergency Contact (Fire, etc.)	X	X	X		X	X	X	X	X	X			
House Steward (Active)	X	X	X		X	X	X	X	X				
House Steward (Upcoming)	X	X	X		X	X	X	X	X				
Janitors(s)	X	X	X	X	X	X	X	X	X				
Fire Department (Knox Box)	X	X	X	X	X	X	X	X	X				
Pastoral Associate	X	X											
Active Elders	X	X											
Treasurer	X	X	X								X		
Assistant Treasurer	X	X	X								X		
Counters and Depositors	X	X	X								X		
Finance Chairperson	X	X	X								X		
Clerk of Session	X	X	X								X		
Pianist(s)	X												X
Clothes Closet Volunteers									X				
Lawnmower Volunteers								X					
Nursery Coordinator	X				X								
AV Volunteers	X					X						X	
Harbor Room Users (If Locked)							X						
Tech Team Lead Volunteer	X	X	X			X						X	

**FORM 6 - SELF-CERTIFICATION FOR CHURCH LEADERS/
EMPLOYEES VOLUNTEERS**

Please complete the following certification:

I certify that (a) no civil, criminal, ecclesiastical complaint has ever been sustained or is pending* against me for sexual misconduct; (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct. I have been given a copy of Trinity Presbyterian Church's Policy Regarding Sexual Misconduct and Protection of Children, Youth, and Vulnerable Adults. If at any time my status changes in regards to the above self-certification, I shall notify the Clerk of Session.*

Signature _____ Date _____

*NOTE: If you are unable to make the above certification, you may instead give in the space provided a description of the complaint, termination or the outcome of the situation and any explanatory comments you care to add.

Approved February 2020

FORM 7 - ROOM USE CHECKLIST

Name of group _____ Date Used _____

Room(s) Used _____

It is expected that any room used will be left in proper order before leaving. Please check the following upon completion:

FACILITY

- ___ Floors swept or vacuumed and mopped-up of any spills
- ___ Furniture properly arranged or stored (if applicable)
- ___ Lights turned off
- ___ Windows closed and locked
- ___ Personal belongings removed
- ___ Trash put in receptacles and recycled items placed in container in kitchen
- ___ All local and state fire marshal rules and regulations followed
- ___ No food or drink used in sanctuary
- ___ Kitchen guidelines followed (if applicable)
- ___ Key returned to the Lock Box

By signing below, I certify that all of the above checklist items have been completed.

Signature of person responsible _____

Date _____

PLEASE RETURN THIS FORM TO THE CHURCH ADMINISTRATOR OR LEAVE IT ON THE TABLE BY THE OFFICE BEFORE YOU LEAVE THE BUILDING.

FORM 8 – DOWNSTAIRS KITCHEN USE CHECKLIST

- ___ All utensils and dishes used have been cleaned and stored correctly
- ___ Leftover food its properly stored and marked with date and group using
- ___ Sink and counters cleaned and trash disposed of in cans provided
- ___ Dish towels are to be taken home, washed/dried and returned to the proper kitchen drawer
- ___ Floor swept and/or mopped if needed
- ___ Lights out, doors locked
- ___ Coffee pots and small appliances properly cleaned and stored

By signing below, I certify that all of the above checklist items have been completed.

Signature of person responsible _____

Date _____

PLEASE RETURN THIS FORM TO THE CHURCH ADMINISTRATOR OR LEAVE IT ON THE TABLE BY THE OFFICE BEFORE YOU LEAVE THE BUILDING.

FORM 9: HARBOR ROOM KITCHEN CHECKLIST

- ___ All utensils and dishes used have been cleaned and stored correctly
- ___ Sink and counter top cleaned and trash disposed of in **outside** cans provided
- ___ New trash can liners placed in all receptacles provided
- ___ Used towels placed in laundry basket provided
- ___ Floor swept and/or mopped if needed
- ___ Carpeted area vacuumed after use
- ___ Lights out, doors locked
- ___ Coffee pots and small appliances properly cleaned and stored
- ___ All food and personal items taken away from premises

By signing below, I certify that all of the above checklist items have been completed.

Signature of person responsible _____

Date _____

PLEASE RETURN THIS FORM TO THE CHURCH ADMINISTRATOR OR LEAVE IT ON THE TABLE BY THE OFFICE BEFORE YOU LEAVE THE BUILDING.

FORM 10 - REQUEST FOR USE OF CHURCH EQUIPMENT

(OFF PREMISES) AGREEMENT

Name _____ Phone _____

Address _____ Email _____

Date Taken: _____ Date Returned _____

Please list the items(s) and number of items taken below:

By signing below, I certify that all of the above items have been returned to the church in good working order and no damage to the equipment has occurred.

Signature of person responsible _____

Date _____

PLEASE RETURN THIS FORM TO THE CHURCH ADMINISTRATOR OR LEAVE IT ON THE TABLE BY THE OFFICE BEFORE YOU LEAVE THE BUILDING.

FORM 11 - COVID-19 GUIDELINES

With the unprecedented global pandemic, Trinity Presbyterian Church has had to drastically alter our building use. Through the work of our COVID Task Force and in coordination with the Session, the following guidelines will be in effect until further notice. As the situation changes, we will continue to revisit and revise our building operations, and at all times we will comply by all federal and state regulations.

We celebrate the gift of safe, effective vaccines, and we are encouraged by revised CDC recommendations which further assert their efficacy. **It is our expectation that anyone who enters the building has been vaccinated, if eligible**, unless they have been advised otherwise by their doctor. At the same time, we are aware that some in our community are not able to receive the vaccine because of age or other health issues, and that some immunocompromised individuals who have received the vaccine are still at higher risk of infection and serious illness. **Because we seek to be a community that is inclusive, hospitable, and safe for all people, we will continue to require the proper use of masks for all individuals participating in group use unless medically contraindicated.**

While recognizing that risks of acquiring contagious infectious diseases, such as COVID-19, cannot be totally eliminated, in order to mitigate risk we will use the following guidelines. Each approved group will designate a group leader who will be responsible for assuring all safety procedures outlined are followed. Users of the building do so at their own risk. By using the building, all users agree to release Trinity Presbyterian Church from any liability for illness or infection.

Group Leaders should:

1. Determine, in conjunction with group participants, whether it is appropriate for the group to hold in-person meetings, realizing that some members may be high risk and prefer a virtual alternative.
2. Inform participants in advance of guidelines for facility use (as delineated below).
3. Request that any group members experiencing symptoms of illness, including but not limited to fever, chills, cough, or shortness of breath), or who have had known positive COVID tests or close exposure within 14 days stay home.

4. Ensure in advance that group attendance will not exceed the capacities for any of the spaces used. Note that capacities may change depending on updated guidelines from local, state, or national authorities. Current maximum capacities are as follows:

1. Sanctuary - 75
2. Commons - 50
3. Kitchen - 8
4. Nursery - 8
5. Yoke Room - 10
6. Library – 6
7. Harbor Room – 6
8. Centering Space Room 1 (SmallerRoom): - 8
9. Centering Space Room 2 (Larger Room): - 12

5. Notify Trinity and all participants as soon as possible if you become aware of a group participant becoming ill or testing positive for COVID-19.

6. As indicated above, masks will still be required for all individuals over the age of 2 when in group settings.

7. Encourage physical distancing in accordance with CDC recommendations, along with other mitigation practices such as proper hand washing.

By signing this form, groups agree to follow the guidelines established and not hold Trinity Presbyterian Church responsible for exposure.

Participant signature

Date