

# Trinity Evangelical Lutheran Church

443 Henry Street  
Herkimer, New York 13350  
info@trinityherkimer.org  
315-866-6474

## Form for Requesting use of the Church Building by an Outside Group

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Purpose: \_\_\_\_\_

Name of Group Leader: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number:(\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Dates of use requested: \_\_\_\_\_

Times Requested: \_\_\_\_\_

Day(s) of the Week Requested: \_\_\_\_\_

Approximate size of Group: \_\_\_\_\_

Room Requested:  Library  Classroom(s)  Fellowship Hall

Are kitchen facilities requested? Yes / No

Will food be served? Circle one: Yes / No

Other specifications: \_\_\_\_\_

Group Leader Signature \_\_\_\_\_

Date of Council Approval: \_\_/\_\_/\_\_\_\_

Authorizing TLC Council Signature \_\_\_\_\_

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## Policy for use of the Church Building by Outside Groups

The building or areas of the building will be available to groups outside the congregation (for non profit purposes), with the understanding that they will be responsible for cleaning up after themselves. The group requesting the use of the building will be responsible to repair or replace any damages resulting from their use.

This permission is conditioned by the fact that the use will not interfere with activities of the congregation, is approved by the church council, and that someone is available to open the building for them. A key may be issued if deemed necessary. Replacement of lost church keys is the fiscal responsibility of the user.

### General Requirements:

- No alcoholic beverages are permitted.
- No smoking is allowed in any part of the building.
- If the group involves children, adequate adult supervision must be provided.
- A 7 day notice is requested.
- Garbage/ recycling should be placed in the proper receptacles, and if needed, emptied into the Spohn container located outside along the church driveway.
- Inform the Pastor or Secretary of any damage to property, (ie. broken tables or chairs) or problems with the building, (ie. leaking water, plumbing issues, etc.)
- Return all tables and chairs to the position that you found them upon arrival.
- If heat was turned up, please turn it back.
- Turn off all lights that have been turned on.
- Lock all doors and make sure they are latched securely upon leaving the building.

### Until the Covid19 Pandemic ends:

- **If you are feeling ill, please stay home.**
- **Masks must be worn in the building at all times, no exceptions.**
- **Sign in sheet and hand sanitizer must be used upon entering the building.**

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Today's Date \_\_\_\_\_

We gather together and are sent into the world to encourage faith, worship, learning and service in the name of our Lord, Jesus Christ.

**It is our mission that the church building will be open to members and non-members alike.** As the facility is being utilized, we need to be intentional in being good stewards after each event.

I, \_\_\_\_\_, have received a copy of the Policy to use the church building and agree to abide by the rules provided to me by Trinity Lutheran Church. I understand that failure to follow these rules may result in the termination of our groups ability to use the church facilities furthermore.

\_\_\_\_ Our group will need a church member to open the building.

\_\_\_\_ Our group has been assigned a building key\*.

*\*Replacement of lost church keys is the fiscal responsibility of the user.*

Group Leader Signature: \_\_\_\_\_

Pastor or Church Council Member Signature:

\_\_\_\_\_

5/12/2021  
Council approved