

Notes

# Facility Usage Guide



**Holy Trinity Lutheran Church**  
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**COMMUNITY INFORMATION**

# Welcome to Holy Trinity Lutheran Church!

Thank you for visiting Holy Trinity Lutheran Church (HTLC) and exploring our facilities for your upcoming event. We are very pleased to have the opportunity to share our wonderful facility with you. Our facilities are maintained to share God's grace and love with all people. We ask that you please respect our property and all of our facilities.

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## Facility Use Procedures

13. Please empty waste-baskets/garbage bins at the end of the event. The dumpster is located on the west side of the building.
14. Please do not drag tables on the floor, if you need to move them please pick them up.
15. If the police arrive at the facility for any reason, you must end your event immediately and vacate the premises. If you are forced to end your event you will not receive a refund.
16. All events must be completed by 11pm unless given prior written approval by Church Council.
17. All Deposits must be paid with the completed Request For Use of Facility Rental Form. Dates will not be held without a Deposit.
19. All fees must be paid to the Church Office in accordance with signed Facility Rental Form prior to event
20. The individual requesting use of the facility will be responsible for repairing/replacing any damages that occur by misuse during the rental.
21. If the facility is left exceptionally dirty an additional charge will be applied and taken out of the deposit.
22. Under age drinking of alcoholic beverages will not be permitted.
23. Liquor permit from State of Ohio Department of Liquor Control is required at renter's expense for all events where money is being exchanged. The Liquor Permit must be turned in to Building Manager five (5) working days prior to event.
24. In events where Liquor being served, Church Council will work with renter to establish guidelines for Security Guards needed at the facility at the renter's cost. A contract from the Security Company will need to be provided to Building Manager five (5) working days prior to event.
25. There is no Alcohol allowed in the Pavilion area or outside the Church at any time.
26. Sport or athletic events must sign an insurance disclaimer before participating in those physical or athletic activities. All disclaimers must be submitted to the Building Manager five days prior to the event.
27. Proper shoes must be worn for sport or athletic event in the Community Center.
28. No food or beverage is allowed on the Community Center floor during a sport or athletic event, except for water bottles.
29. The Building Manager or church representative will be present during all Community rentals.

# Fee Schedule

## Meeting Room/Room Rental:

Per Hour                      \$10

## Pavilion:

\$30\*\*

\*\*Pavilion/Fellowship Hall kitchen and restroom usage fee for \$10.00

# Facility Use Procedures

1. State law, fire and insurance regulations prohibits smoking inside any part of the facilities.
2. The presence of illegal drugs of any kind in the facility or on the property is prohibited WITHOUT exception.
3. Decorations may not be nailed, stapled or pasted on any item of furniture. Decorations must be removed at the end of the event. There shall be no tape used for decorating. Free standing decorations are permitted. No signs, decorations, posters, etc. may be attached to the windows, doors, walls, ceiling, sound panels or pews.
4. Children are to be supervised at all times. Do not allow children to run around in the sanctuary or other areas of the church.
5. Those renting the building are to stay in the portion of the building for which the contract is signed, and are responsible for keeping all attendees from wandering about the church building.
6. Please do not tamper with the thermostat controls. They will be preset by the Building Manager for your function. Outside doors must not be propped open
7. The kitchen must be left how you found it.
8. All food must be removed at the end of the event.
9. Use of the Community Center Kitchen requires adult supervision at all times
10. Tables must be covered. There are twenty six (26) 5' round tables and twenty (20) 8' rectangular tables. There are 250 chairs.
11. All facilities must be returned to the condition you found them. Leave tables and chairs standing.
12. Candles are permitted only in safe containers which have been approved by the Building Manager. No candles are permitted in the restroom.

# Facilities

The following facilities are available for use at HTLC:

## Community Center:

Our 6,050 square foot Community Center is an excellent facility to house your social or athletic event. It has an occupancy limit for 350 people. Rentals can include a full service kitchen with an additional rental fee. Twenty six (26) 5' round tables, twenty (20) 8' rectangular and 250 chairs, and a stage are available as part of the rental.

For the Athletic event, choose from two full size volley ball courts or our Jr. High size basketball court. The full service kitchen with service window is great for a concession stand and is readily available for an extra charge. Ready set go, we have it all here waiting for you!!

## Fellowship Hall:

Our 1,500 square foot Fellowship Hall is the perfect room for events such as: a family get together, birthday party, and baby shower. It can seat 100 people comfortably and is equipped with a refrigerator, stove, sink and microwave.

## Meeting Room:

Our brand new 430 square foot Meeting Room is the best place for your off site meeting. Features a 46" flat panel TV available for your presentations. Free WIFI available from MCTV and comfortable seating for 16 people in our well lit room. Coffee Pot and a sink with a counter area if you want to bring in a morning snack or cater in a light lunch.

## Pavilion:

Our outdoor covered Pavilion has 6 picnic tables and access to two playground areas with benches. The covered Pavilion has electric outlets with a counter great for a food serving area. There are also two basketball hoops located in the parking lot adjacent to the Pavilion. For a minimal charge the Fellowship Hall Kitchen and Bathrooms are available.

WIFI is now available throughout the church provided by Massillon Cable as a free service.

## Event Use

Our space is available by reservation on a first come, first served basis. A reservation is not considered complete until the Facility Rental Form and deposit have been received by the Building Manager.

- Complete the Facility Rental Form and submit to the Building Manager. No date will be held without a deposit.
- Rental Fees for the Fellowship Hall, Pavilion, Meeting Room or Other Rooms are due two (2) weeks prior to the event.
- Rental Fees for the Community Center for Social or Athletic Events are due thirty (30) days prior to the event.
- Arrangements must be made with Building Manager for room set up one week before the event.

## Cancellation Policy

- Cancellations received two weeks prior to the reservation the deposit is fully refundable.
- Cancellations received less than two (2) weeks prior to the event or failure to pay the balance in full, will result in the loss of deposit and the reservation will be cancelled.

NOTE: An event is considered cancelled when the Building Manager is notified directly (in person or on the telephone) of the cancellation. Answering machine, email and mail are not valid methods of cancellation.

## Damages

- The individual using the facilities are liable for all damages and disorderly conduct. Inappropriate conduct will result in removal from the premises.
- All individuals accept the responsibility for any bodily injuries sustained on the premises during occupancy, and any litigation or claim resulting, those renting the premises will defend and hold harmless for claims placed and/or judgment rendered against Holy Trinity Lutheran Church for any bodily injuries occurring in or on our premises during occupation.

**These rules are strictly enforced and the damage deposit may not be refunded for noncompliance!**

## Fee Schedule

### Non-Profit Organizations:

*HTLC Members desire to be active partners and develop positive relationships with the community and the neighborhood. Church Council will consider making our facilities available for certain non-profit generating community events, such as: troop meetings, neighborhood watch group meetings and other similar events. If your group is interested, complete the Rental Request Form and include it with a letter to the attention of Church Council, providing information about your group and proof of non-profit status.*

### Organizations:

*HTLC's Executive Committee will negotiate fees with organizations looking for rentals on a reoccurring basis. Feel free to contact us so we can discuss your needs.*

### Holiday Fee

\$50.00

This fee is charged to support staff that needs to work on holiday bookings. This includes Thanksgiving, Christmas, New Years Day, Easter, Memorial Day, 4th of July and Labor Day.

### Community Center:

#### Social Event:

Security deposit : \$100  
Rental per event: \$150 for 4 hours  
Additional hours: \$25 per hour  
Kitchen: \$50

#### Birthday Party for Children 13 and Younger:

Security deposit : \$100  
Rental per event: \$60 for 4 hours  
Additional hours: \$15 per hour  
Kitchen: \$50

#### Athletic Events:

Security deposit: may be required for certain events  
1<sup>st</sup> hour \$30  
Additional hours: \$10 per hour  
Kitchen: \$50

### Fellowship Hall:

Security Deposit: \$50  
First Hour \$40  
Additional hours: \$10 per hour