



Holy Trinity Evangelical Lutheran Church
 2922 Sandy Plains Road, Marietta, Georgia, 30066 770-971-4600

APPLICATION FOR USE OF FACILITY

Applications for use must be submitted to Church Administrator and approved before facility rooms and outdoor areas can be reserved. Use of facility is for church members only.

Name of Organization or Ministry:	
Type of Event:	
Date of Event:	
Time of Event: (include set-up and clean-up time)	
Space Requested for Event:	
Ongoing Event, if applicable: (circle one)	Weekly Monthly Annually
Contact Person responsible for the Event:	Name:
	Email:
	Phone:
Church Member Responsible for the use of the facility: (A church member is required to be present during all times and dates requested)	Name:
	Email:
	Phone:

Due to COVID-19 there are now Specific Guidelines for all meetings and gatherings. See Usage Agreement attached.

Release statement: I have read, signed, and understand the requirements of Holy Trinity Lutheran Church’s Facility Use & Key Policy and Fees for Guests, Groups, and Events and agree to abide by these policies and guidelines. I accept liability for the facilities and will ensure these guidelines are followed. Signed Usage Agreement must be attached when this form is submitted. – email: thodges@holytrinitymarietta.org

Signature: _____ Date: _____

Office Use Only:

Event Date: _____ **Room Assigned:** _____ **Approval:** _____



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Holy Trinity Lutheran Church Policy Statement: Use of Church Facilities for Meetings and Gathering Purposes

The use of Holy Trinity facilities to directly solicit commercial sales of goods or services is not permitted. However, members of the congregation who are paid professionals in various industries may host small-group meetings or seminars that are general in nature subject to the following guidelines:

1. Meeting dates, times and rooms scheduled must receive written approval by the church administrator based on availability and appropriateness of use as well as the agreement of safe social distancing procedures and other guidelines (for example, meetings may not be conducted in the church sanctuary).

Specific Guidelines for all meetings and gatherings:

- All Meetings/Gatherings must be pre-scheduled and approved by Church Administrator via e-mail in advance with a signed Facility Usage Form completed and submitted at time of request.
 - Only church sponsored meetings or gatherings will be approved. No outside groups will be allowed.
 - Max # people at all times in any room or designated area. (see participant capacity guide)
 - Must use social distancing of 6ft at all times.
 - All Participants will be required to wear masks at all times in meetings & inside the building.
 - Temperatures must be checked upon arrival.
 - List of participants must be kept on file for each meeting/gathering.
 - All Participants will be required to properly sanitize the room after its use and sign off on report
2. Only proposed presenters who are members of the HTLC congregation may use the church's facilities. Presentations must be of a general, informative nature and may not directly solicit sales of products or services to attendees. Presenters may distribute business cards at the end of presentations but only for purposes of later, offsite communications with attendees.
 3. Presenters may not collect personal contact information from attendees at or during the meeting but may accept unsolicited contact information when passing out business cards at the end of the meeting.
 4. Presenters must explicitly state, verbally and as part of written or video materials, that Holy Trinity is not a sponsor of the meeting and does not recommend or endorse any services or products discussed in the meeting. No specific provider or company names may be used in presentation materials, with the exception of business cards distributed at the end of such meetings.
 5. The subject matter and any presentation materials (PowerPoint slides, written handouts and the like) proposed to be presented to attendees must be provided to the Holy Trinity church administrator for review and approval at least two weeks before any proposed meeting.
 6. Presenters may indicate that the location of the presentation will be at HTLC but may not in any manner state or imply that that HTLC is a sponsor of the presentation or in any way endorses any products or services. If presenters intend to distribute advance information to the public, any such communications must be submitted to the Holy Trinity church administrator at least two weeks in advance before being communicated to the congregation or the general public.
 7. No opinions relating to political, religious, cultural or social issues may be expressed in any such meetings.

Representative Signature: _____

Date: _____



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Holy Trinity Worship, Meetings & Gatherings Checklist 2020

These guidelines are based on science and local guidelines that we know now and are subject to change.

If people wish to meet in person outside of scheduled worship times, it is preferred that the outdoor pavilion be used if weather permits. All meetings (other than worship) must be scheduled through the Church Administrator, Teresa Hodges and not to exceed the designated amount of people set by COVID Team. A Facility Usage Form must be completed and submitted to church administrator prior to any event being approved or scheduled on the church calendar.

Worship Services:

- + People urged to stay home if sick or advised to stay home by a medical or public health professional.
- + Touchless temperatures will be checked upon arrival by a Church Greeter or Staff Member.
- + Masks must be worn inside & outside the building for those age 2 years and above. (bring your own masks)
- + Physical Distancing of 6 feet with a restricted amount of people allowed, to comply. No sharing of the peace.
- + Ushers escort people to seats and put their bulletins down on the pew/seat.
- + Hand Washing (for 20 seconds) or Hand Sanitizer (60% or higher). Gloves and hand sanitizer will be available.
- + Surfaces must be Cleaned by user following event and according to CDC recommendations.
- + One person at a time will be in the bathrooms apart from families living together. Water fountains will not be used

In-Door & Outdoor Meetings & Gatherings:

- + Church Usage Application must be submitted and approved by church administrator prior to event date. Form is online
- + People who are sick or at risk of being sick or are waiting results of a COVID-19 test will stay home.
- + There is a maximum person allowed during any meeting (based on sq ft of room – see occupancy guide)
- + A list of all people present for each meeting must be kept on file.
- + Temperatures should be checked prior to entering any meeting or gathering with 6-foot social distancing required.
- + Masks are required for all those inside facility at all times. (please bring your own mask)
- + Masks are required for all those participating in out-door meetings/gatherings. (please bring your own mask)
- + Surfaces must be cleaned according to CDC guidelines after each use by the group members.
- + Hand washing or use of hand sanitizer (60% or greater).
- + No buffets, each person brings their own food and drink. (Masks may be pulled down to eat or drink only)

Policy & Guidelines approved by council 6/14/2020 – Complete policy can be found online at www.holytrinitymarietta.org



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Acknowledgement to Application for Use of Facility

**Key Usage Form
Exhibit "A"**

Date: _____

RE: Key to Holy Trinity Lutheran Church

A key is being provided to _____ by Holy Trinity Lutheran Church for the event listed on the attached Application for Use of Facility form. By signing below, you agree that you will;

- Not make a duplicate of key
- Ensure that all doors to the facility used for event are locked upon exiting the building
- Promptly notify the church office at 770.971.4600 if key is lost or stolen
- Notify church office of any damages

Regards,

Teresa Hodges
Church Administrator

Acknowledged and accepted by:

Representative Signature

Date

Phone Number

Key(s) to Holy Trinity Lutheran Church issued to me as referenced above have been returned to the Church Administrator/Office Staff:

Representative Signature

Date

Church Administrator/Office Staff

Date



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Holy Trinity Evangelical Lutheran Church
2922 Sandy Plains Road, Marietta, Georgia, 30066
churchoffice@holytrinitymarietta.org
www.holytrinitymarietta.org
770-971-4600

Facility Use Policy and Fees For Member / Guest Groups and Events

Part A: Permission for Building Use

- An [Application for Use of Facility form](#) must be submitted to the church office in advance and approved by the church administrator before any event, meeting or gathering will be put on the church calendar. The form will include information about the nature of the group and event, the name and contact information of responsible party, the dates, times, and space requested for the function.
- Groups and organizations of the church have full use of the building at no charge, subject to available space, as determined by the master calendar in the office.
- Individual members in good standing of Holy Trinity may request the use of the church building for personal use (such as birthday, anniversary, etc.) at no charge for facilities, subject to guidelines.
- Non-profit service organizations in the community may apply to the church office for the use of our facilities, subject to availability. Normally, such requests will only be granted when the group includes a member in good standing of Holy Trinity ELCA, and the usage will not conflict with purpose or policies of the congregation. Fees may apply. The staff may approve or decline any such request.
- Other organizations or groups (besides non-profit service organizations) may apply to the church office for the use of our facilities, subject to availability. Fees may apply. Normally, such requests will only be granted when the group includes a member in good standing of Holy Trinity ELCA, and the usage will not conflict with the purpose or policies of the congregation. The staff may approve or decline any such request.
- All ongoing or regularly scheduled use of the facility by outside groups will require approval of the Holy Trinity ELCA Congregation Council.

Part B: Guidelines for Building Use

- A Facility Use Form is to be completed by a representative of the organization and submitted to the Church Administrator prior to any event being approved and added to the Master Calendar. Any Church, Outside groups, organizations or individuals must have a church member who will assume responsibility and be in attendance of any event where the use of the church facility is requested and are responsible for their own room set up, within the facility guidelines.
- Specific Guidelines & Restrictions for all meetings and gatherings due to COBID-19 must be followed:
 - All Meetings must be pre-scheduled and approved by Church Administrator via e-mail in advance with a signed agreement consent form turned in.
 - Only church member or church sponsored meetings or gatherings will be approved. No outside groups will be allowed.
 - Due to Covid-19 a Maximum persons allowed will be in affect at all times in any room. (see occupancy guide)
 - Must use social distancing guidelines of 6ft until further notice.
 - All Participants will be required to wear masks at all times.
 - All Participants will be required to properly sanitize the room after its use and sign off on report

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- Each guest group or organization must designate a representative (must be a church member) who will consult with the church staff in advance of the event and be responsible for:
 - Custody of a key, if needed, and unlocking and relocking all doors and windows.
 - Regulating thermostats for heating and cooling, according to instructions
 - Accounting for damages to the facility.
 - Ensure policy and procedures are followed according to specific COVID-19 guidelines.
 - Sanitizing the room as well as basic clean-up, such as putting trash in bins and removing trash to the dumpster, and otherwise leaving the room in the same set up and condition as at the beginning of the event. This is required of those hosting gatherings prior to leaving the facility.

- The facilities manager is usually available in the building Monday through Thursday, 9:00 am - 1:00 pm, and other hours as necessary for regular church functions. Church office hours are Monday through Thursday, 9:00 am- 5:00 pm. Any group using the facility must arrange for access to the building outside these times.
- Requests for set-ups of tables and chairs, the use of audio-visual equipment, etc. must be stated completely on the Facility Use Form and reviewed with the church facilities manager. Members and outside groups may be charged facilities manager and equipment use fee if the event is not church related.
- The facility must be left ready for its next scheduled use by the group using the facility. If the facilities manager is needed outside regular working hours for take-down and clean-up to accomplish this, an extra fee will be applied.
- Church-owned musical instruments may be used only with the specific permission of the Director of Music.
- Groups using the facilities may use the kitchen facilities, following kitchen use guidelines.
- When minors will be present in the church facility, the group must provide the church with a written plan on how they will be supervised. All supervision must be consistent with the Holy Trinity Safe Church Policy. Depending on the circumstances, the group may be asked to supply additional information, such as permission letters from parents/guardians, medical and insurance information, etc.

Part C: Fees

- A deposit is required of all members and guest groups for the use of the building for non-church functions, which will be refunded when the keys are returned to the office and all other required fees have been paid.
- If the facility manager is required (outside regular working hours) the fee is \$25 per hour, with three hour minimum. Facility manager fees are paid directly to Bill Hetherington.
- Guest groups are responsible for damage done to any church equipment or furnishings. There will be a fee of \$50 per damage incident, in addition to the cost of repair or replacement by the church.
- The staff may waive or modify the above listed fees at their discretion.

DEPOSIT AND ROOM FEE SCHEDULE FOR GUEST GROUPS WITH CHURCH MEMBER PARTICIPATION

<u>DEPOSIT (refundable)*</u>	<u>FEE (nonrefundable)</u>	
Fellowship Hall w/Kitchenette: \$150 fee	\$100 - less than 3 hours	\$200 + - 3 hours or more
Upper Room w/Full Kitchen: \$150 fee	\$200 - less than 3 hours	\$300 + - more than 3 hours
Library or Classroom: \$25 fee	\$25 - less than 2 hours	\$50 - 2-3 hours \$75 - over 3hrs

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Post - Kitchen Use Checklist

Please complete and place in the Church Administrator's mailbox within one week after use of the kitchen.

To ensure your safety and to maintain the kitchens and equipment, please mark that all items below have been completed by you and your group:

Cleanliness:

- All people in kitchen **must** wash their hands. Food handlers must use plastic gloves while handling food.
- Sweep the floor.
- Clean all counters well. Items on counters should be moved to ensure counters are well cleaned.
- Wipe down stove, griddle, broiler, oven and convection oven. Use brick to clean griddle.
- Clean out all the sinks and ensure the food scraps are discarded in trash.
- Empty trash cans and bring trash to dumpsters located at the back of the parking lot.

Use of appliances:

- Read the dishwasher instructions completely before using dishwasher. Large pieces of food debris should be removed before placing items in dishwasher
- Ensure the pilot lights are lit on each stove burner and in the oven.
- If you use the stove, turn on the hood supply light as well as the hood exhaust. If you use one stove, you need to use both.
- After use, ensure ALL stove hood lights, and hood supply exhaust are turned off.

Dinnerware, Pots and Pans, Utensils, etc:

- Put away all dishes, silverware etc. in their designated places. Silverware may need to be wiped dry before putting away. The dishes will air dry in a very few minutes as they come out of the dishwasher (very hot). This is preferable to drying with towels (which carry bacteria).
- Pots and pans should be washed in the four sinks under the rack where the pots and pans hang. Use two sinks to wash, one to sanitize and one to rinse. Because dish cloths and towels carry bacteria when used, just hang the pots and pans up to drip dry.
- Ensure that any items borrowed from fellowship hall kitchen are returned.

Linens and Things:

- Wash tablecloths, towels and dish cloths at home and return within one week.

Other:

- Leave a note in the church office if any items need restocking in the kitchen.
- Although a nice gesture, please do not leave any plastic trays, bowls, lids, or anything of that nature in kitchens.
- Completed checklist has been placed in Church Administrator's mailbox**

Left Overs:

- Please do one of the following with your unused food:
 - a. Take it home
 - b. Donate it to M.U.S.T. Ministries. M.U.S.T. will now only accept UNOPENED containers of food.

Event Name _____ Date _____

Contact Name _____ Contact Phone _____

(Signature)



Holy Trinity Evangelical Lutheran Church

Event Reservation Set Up Form (Submit Form to Facilities Manager)

Date of Event _____

Room: (check one) _____ Fellowship Hall _____ Upper Room

Set Up time _____ Clean Up time _____

Party name _____

Home # _____ Cell # _____

Caterer Name _____

Contact Phone # _____

Please indicate # of each item needed:

(Note: some items may not be available, pending room selection)

_____ 6' banquet tables (seat max. 8 people) _____ Chairs

_____ 8' banquet tables (Upper Room only; seat max. 10 people)

_____ 42" rounds (Upper Room only; seat max. 8 people)

Room configuration (Use back of form if necessary):

Facility Manager Fees*: \$25.00 x _____ hours = _____

*Payment is made directly to the Facility Manger



SAMPLE

Holy Trinity Facility Usage – Participant Procedures with Occupancy Capacity Guide

A Facility Usage Form with meeting dates, times and area requested along with the signed policy statement must be submitted to the church administrator in advance and must be approved prior to any reservation being put on the church calendar. Approval is based on the agreement of safe social distancing procedures, policies, and other guidelines as well as space availability (first come first serve) and on the appropriateness of use for the area requested. (No meetings will be permitted in the church sanctuary outside the Church Annual Meeting, unless otherwise approved by Administrator)

Specific Guidelines for all meetings and gatherings:

- All Meetings/Gatherings must be pre-scheduled and approved by Church Administrator in advance with a signed Facility Usage Form completed and submitted at time of request.
- Only church sponsored meetings or gatherings will be approved. No outside groups will be allowed.
- Max # people allowed for each room & designated area. (see participant capacity guide below)
- Must use social distancing of 6ft at all times.
- All Participants will be required to wear masks at all times.
- Hand washing or use of hand sanitizer (60% or greater).
- All Participants must have temperatures checked upon arrival.
- List of participants must be kept on file for each meeting/gathering and submitted to church office.
- All Participants requesting usage will be required to properly sanitize area after its use and sign off on report submitted to church office. (The church does not supply these materials)
- No buffets. Each person must bring their own food/ drink. (Masks may be pulled down to eat or drink only)

Outdoor Use – Occupancy Capacity Guidelines:

Outdoor Worship Services – 50 persons max.

Outdoor Funerals/Weddings/Baptisms – 25 persons max.

Pavilion Only – 15 Maximum with additional participants on lawn

Columbarium –

Indoor Use – Occupancy Capacity Guidelines:

Indoor Worship Services – None (Only Pastors, Staff + Volunteers to run online service)

Indoor Funerals/Weddings/Baptisms – 10 Participants + Pastor, Staff & Volunteers to run the service

In-Door Meetings & Gatherings – 15 persons maximum (based on room sq ft)

Upper Room & Fellowship Hall – 15 persons max

Chapel & Library – 4 to 6 persons max

Education Building Room 7/8 – 8 to 10 persons max

Youth Room – 8 to 10 persons max