



## Holy Trinity Evangelical Lutheran Church

2922 Sandy Plains Road, Marietta, Georgia, 30066 770-971-4600

Church Administrator: [thodges@holytrinitymarietta.org](mailto:thodges@holytrinitymarietta.org)

### APPLICATION FOR USE OF FACILITY

Applications for facility 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.

<b>Name of Organization or Ministry:</b>	
<b>Type of Event:</b>	
<b>Date(s) of Event:</b>	
<b>Time of Event:</b> (include set-up and clean-up time)	
<b>Space Requested for Event:</b>	
<b>Set Up Needs:</b> (responsible for own cleanup)	
Ongoing Event, if applicable: (circle one)	Weekly      Monthly      Annually
<b>Contact Person</b> responsible for the Event:	Name:
	Email:
	Phone:
<b>Church Member Responsible for the use of the facility:</b>  <b>(A church member is required to be present at event during times and dates requested)</b>	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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use Only:**

Event Date: \_\_\_\_\_ Room Assigned: \_\_\_\_\_ Approval: \_\_\_\_\_



## 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. 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. Only proposed presenters who are members of the HTLC congregation may use the church's facilities
  4. 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.
  5. 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.
  6. 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.
  7. Presenters may indicate that the location of the presentation will be at HLTC 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.
  8. No opinions relating to political, religious, cultural or social issues may be expressed in any such meetings.

**Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## 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



## Holy Trinity Worship, Meetings & Gatherings Checklist 2020

**As we begin In-Person Worship Services again please be aware of the following guidelines. These guidelines are based on science and local guidelines that we know now and are subject to change. For complete policy and for the full re-opening guidelines please see our website at [www.holytrinitymarietta.org](http://www.holytrinitymarietta.org)**

We recommend that meetings be done online if possible. Online worship will continue allowing those at risk to worship and stay connected. 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.
  - + Tape will be used to direct flow of people so that we maintain social distancing of 6 feet.
  - + One person at a time will be in the bathrooms apart from families who live together. Water fountains will not be used.
  - + Recommendations from the CDC will be our guide for the nursery. If possible, please watch your own children.
- 

### **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.
- + Maximum allowed participants during any meeting (based on sq ft of area – occupancy guide available for each area)
- + 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)