

Facility Use Form

2020

Trinity Church of Austin

4001 Speedway, Austin, TX 78751

512.459.5835 facilities@trinitychurchofaustin.org

Organization:

Contact names:

Mailing address:

Phone numbers:

Email addresses:

Rooms needed:

If you don't know the names of the rooms, please list approximate number of people, equipment, tables, and/or size of room(s)

Dates and Times (including set-up and clean-up):

Fee(s):

*Fees are due a week before the rental date for short-term or one-time rentals. For monthly rentals, fees are due by the 15th of the month of the rental month.

Please note: Trinity is primarily a church facility and is, at times, needed for funerals and memorial services on short notice. Therefore, though rare, cancellation or room adjustment can occur. Most likely these cancellations will conflict only with bookings in the Sanctuary, Community Hall, and occasionally the Chapel. Trinity will notify you as it is making these arrangements to adjust as necessary, and only if absolutely necessary, to cancel.

Cancellation Policy

- a. If a renter cancels a week or more in advance of booking date, the cancellation is free of charge.
- b. If a renter cancels less than a week before the booking date:
 - i. Trinity Church will refund one-half of the rental payment to the renter.
 - ii. Upon cancellation, if the renter has not made the rental payment less than a week before the rental date, Trinity Church will invoice the renter for one-half of the rental fee.
- c. If Trinity Church needs to cancel the rental agreement due to its need for the space for a funeral or facility emergency, Trinity Church will waive or reimburse the rental fees.

Building Use Agreement 2020 Trinity Church of Austin

The following Policies apply to all users of the Church's facilities.

By using Trinity's facilities you agree to the following:

Inclusive Community:

- Trinity is an intentionally open, welcoming community. Groups that do not prohibit attendance on the basis of race, sex, creed, social class, age, disability, sexual orientation, gender, or gender identity may use the Church's facilities.
- Trinity often has multiple groups using different parts of the building at the same time. We ask that groups are courteous and kind to one another, especially in sharing of hallways, restrooms, and the kitchen, and in noise levels.

Prohibited on Church Property:

- The following items are not allowed on Church grounds/facilities: alcohol, tobacco products, illegal substances, weapons.

Children:

- Children under the age of 13 must be in the direct supervision of an adult at all times.
- Persons providing childcare must be over the age of 18.
- Minors under the age of 18 must be accompanied by appropriate adult chaperones who shall be responsible for the actions of minors.

Supplies:

- Groups using the facilities are expected to provide their own equipment and consumable supplies such as paper plates, napkins, plastic utensils, etc.
- Materials and equipment must be removed from the building after each use unless arrangements for storage have been made in writing with the church staff prior to use.

Noise:

- Multiple events are often occurring in the church building at the same time and may be audible to other groups. If your group requires a quiet environment for your event, please specify this need before signing a rental contract so we can attempt to accommodate you.

Facility Use and Clean Up:

- Groups should expect to find church space clean upon arrival and are required to leave it as found (clean and set up in the same arrangement).
- Facility usage fees do not include custodial services. If a group leaves their rented space in a state that requires additional custodial services, they will be charged additional cleaning fees.
- All lights and appliances must be turned off upon leaving the building.

Doors & Locks:

- The building needs to remain locked as much as possible for safety.
- If a door must remain open to allow easy entry and exit, groups must place a greeter on the door to prevent unauthorized entry.
- Groups using the facilities at a time that requires an entry code will receive a code giving access during their rental times. This code is not to be shared with anyone other than the leadership of the group. (If groups need a code to give to more than just leaders, contact the church staff.)
- If a code is accidentally shared with an unauthorized party, or if a group leader is observed inputting the code by an unauthorized party, contact the church staff immediately.

Parking:

- Parking is available for groups using Trinity’s facilities in the parking lot across Speedway, as well as on the street. Our parking lot has 76 spaces. If your group needs more spaces, contact the church staff to find out about other parking options.
- Parking in the loading zone is limited to 15 minutes.
- Parking at the bus stop on Speedway is prohibited.

Damage:

- In the event of damage to church property, please report the damage to the church staff immediately. Damage requiring repairs, clean up, or replacement costs will be charged to the renting group.

Church Contacts:

- If you have questions regarding your rental, please contact the church office either via email at facilities@trinitychurchofaustin.org or by phone at 512.459.5835.
- If immediate response is needed (only in cases such as being locked out of the building/room, changes within 24 hours prior to rental, severe damage), contact the Associate Pastor by text or call. The emergency number will be given upon delivery of a signed rental contract.

We reserve the right to refuse future rental to groups that do not follow these policies.

I have read and understand these policies and agree to follow them.

_____ Date

Organization Representative

Received by Church office on _____ by _____

Date Trinity Representative