

Rental Information 2020

Rooms available for rentals

Classrooms include:

Choir Room: 15 - 18 people, piano, carpet, windows

Parlor: 7 - 10 people, television, no outside windows

Social Justice Room: 15-18 people, stained concrete floor, windows

Upstairs Meeting Room: 12-15 people, no outside windows, no elevator

Education Wing Rooms: various sizes and furniture, rarely rented while school is in session

Interfaith Chapel: 25 – 36 people, stained glass windows, good for projector

Sanctuary: 198 chairs set up in the round (not easily moved), piano

Community Hall: 100 people at tables, 180 people in chairs, piano

Rates for 2020

Room	Hourly rate	Daily rate*	Weekly Rate**
Classroom	\$50	\$250	\$750
Chapel	\$75	\$425	\$1,000
Sanctuary	\$80	\$500	\$1,250
Community Hall	\$90	\$550	\$1,500

Rates may be discounted for non-profits or for long-term rentals. Occasionally, Trinity will accept payment in other forms, such as maintenance or other volunteer work. The application of these benefits is done on a case-by-case basis.

Please keep in mind that our rental rates are in place to ensure Trinity Church's operating expenses are covered.

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 month rented.

Additional Rental Policies:

1. **Priority:** Bookings are made on a first come, first served basis.
2. **Eligibility to Rent:** Trinity Church rents only to organizations that are inclusive to people of all races, genders, gender identities, sexual orientations, creeds, social classes, ages, and abilities.
3. **Prohibited Items:** Alcohol, tobacco products, illegal substances, weapons are not allowed on church property.
4. **Supplies:** Groups using the facilities are expected to provide their own equipment and consumable supplies such as paper plates, napkins, plastic utensils, etc.
5. **Set-up/Clean-up Time:** Events at Trinity are often booked back to back. Groups must include set-up time and clean-up time when booking. Groups who arrive earlier or stay later than their official booking window may be assessed additional rental fees.

6. **Leave Property Clean:** 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).
7. **Additional Cleaning Charge:** If a group leaves their rented space in a state that requires additional custodial services, Trinity Church will charge additional cleaning fees.
8. **Cancellation:**
 - 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.