

FACILITY USE POLICY

TRINITY CHURCH, WAUWATOSA

For purposes of this document, "Facility" means the church building at 1717 Church street, including the sanctuary, nave, and chapel; classrooms, library, and meeting rooms; office, kitchen, and music rooms; parking lot and grounds; and all property contained therein. These policies have no bearing on the two rectories and their grounds while occupied by clergy of this diocese.

Use of the Facility is under the direction of and at the discretion of the Rector, who may delegate some of the authority and responsibility as outlined below. This document is for use in defining explicit expectations to avoid conflict and confusion.

The church secretary will be notified of activities within the Facility and will keep a written calendar or schedule. Use of the Facility for Trinity-sponsored activities can be directly scheduled by those groups. Use by outside parties must be approved by the Rector. Outside parties includes any individual or group not officially sponsored by Trinity Church, even if the sponsor is a member of the church. Requests will be considered by all parties whose purpose and affiliation are not inconsistent with the mission and core values of the diocese and parish.

Groups must be sponsored by an individual representative of the parish, unless otherwise specifically authorized by the Rector. The sponsoring individual or pre-approved designate will be responsible for initiating the request, confirming arrangements and approval, set-up, clean-up, access, and building security.

In recognition of expenses incurred by the church donations are recognized as usual and will be accepted, but cannot be demanded.

Any group that is for-profit, has a recurring schedule, and/or a group size exceeding 25 persons will prepare letter of agreement detailing the anticipated group size, meeting schedule, duration, and the nature of Facility use - especially outlining any anticipated use of the kitchen. A statement of liability will be included in the agreement that reflects a clear understanding that the use of the Facility is at the users own risk and that they accept financial responsibility for any damages that may be incurred. As appropriate, the users will provide a certificate of insurance or other indemnification. The letter of agreement is subject to periodic review and renewal, typically annually.

"Alcohol may be served and/or consumed in the Facility only with prior vestry approval. Requests for approval must be submitted for consideration at two regularly scheduled vestry meetings prior to the event." Smoking is allowed only out of doors.

All materials, food, drink, paper products, etc. needed by the group for their function will be supplied by the group and removed afterward. Food and beverages are generally restricted to the kitchen, Nicholas room, and upstairs lounge unless otherwise approved by the Rector. Any use of the kitchen must be approved by the Rector, specifying what contents, including plates and cups, may be used and, as appropriate, what food will be prepared. Limited cleaning supplies will be accessible for the user's responsibility in restoring areas used to clean and orderly condition. At a minimum, the users will ensure that floors will be swept, counters and tables wiped down, and tables and chairs will be arranged as they were prior to use.

Approved by the Vestry 10 August 2009