

*Facilities Use Policy
Trinity Episcopal Church
1415 Sixth Avenue South
Anoka, MN 55303*

All policies will be applied subject to the discretion of the rector.

Membership Definition:

- Members are persons who actively attend worship, participate in service and learning, and make a regular financial contribution for the life and ministry of the parish. Members will have been affiliated with Trinity Episcopal no less than six (6) months prior to facility use.

Hours Available:

Sunday	2PM – 9PM
Monday, Wednesday, Friday	10AM – 9PM
Tuesday, Thursday, Saturday	10AM – 5PM

Accessibility:

The access to the church will be gained by either paying a qualified monitor to open and close the church or by checking out a key with a \$500 deposit.

- A qualified monitor is required when using the church stove, ovens, and dishwasher. When these appliances are not going to be used, a monitor will open and close the church at the pre-arranged times for a fee of \$15.00 per hour with a minimum charge of two (2) hours.
- When a key is checked out, it must be returned within 3 days or, for weekend use, no later than the following Tuesday.

Nursery

The nursery is not available except under special circumstances.

Alcohol:

- The serving of alcoholic beverages will be limited to beer and/or wine and must be approved by the clergy or vestry.
- If more than one glass of wine or beer, per person and with a meal, is to be served, proof of insurance coverage must be provided.
- If minors are present, alcohol may only be served at a separate station that is monitored at all times to prevent underage drinking.
- The responsible party or group will assume responsibility for those persons who may become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be impaired. Consulting with liability insurance carriers is advised.

Damage:

- Any damage to church property must be reported to the church office promptly.
- Trinity Episcopal will see that the building is in good order when you arrive. You are responsible for leaving any space used in basic order when you depart.

Sponsorship:

- Unless specifically negotiated, granting of a request for facility use does not imply that Trinity Episcopal officially supports the views held by any group or speaker. Promotional material and announcements must reflect this disclaimer.

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- Trinity Church must be provided full information about the purpose for the event and copies of any distributed materials.

Insurance:

- If applicable, the user shall maintain liability insurance coverage under which the user is named as the insured and Trinity Episcopal is named as the additional insured, insuring against all claims, demands or actions of for injury, death and property damage in the minimum amount of \$1,000,000. The user shall provide evidence of such insurance.
- If wine or beer is to be served, see requirements noted in the “Alcohol” section above. .

Indemnity:

- The individuals executing a facilities use application shall indemnify and hold harmless Trinity Episcopal Church from and against any and all costs of litigation associated with use of church property.
- Trinity Episcopal Church, its rector, and its staff will not be held responsible for any injuries, damage and/or theft of personal property.

Outside Use of Chairs and Tables:

- Active members may borrow the extra chairs and tables which are housed in the storage building.
- Arrangements must be made through the administrator. A sign out sheet must be filled out and a deposit of \$100 left with the administrator at time of pick-up. The deposit will be returned when the chairs and/or tables are returned, by appointment, in no more than one week.