



TRINITY LUTHERAN CHURCH

816 East Clark Street Vermillion, South Dakota 57069
605.624.4442
www.trinityvermillion.org office@trinityvermillion.org

Building Use Policy

The mission of Trinity Lutheran Church is we are “CALLED BY GOD, FORGIVEN IN CHRIST, UNITED IN SPIRIT, SENT TO SERVE. The Trinity Lutheran Church facilities are tools for enhancing our mission, for reaching out in Christian love, and for providing services to the community. TLC recognizes the importance of family, so we provide the use of our facility to church members and other groups whose values are consistent with those this congregation.

Programs and activities of the congregation shall have first priority in use of the building, facilities, and equipment owned by this congregation. Requests for non-congregational events can be made by filling out a ‘Rental Agreement’ form obtained from the church office or website. All meetings must be scheduled on the master church calendar, maintained by the church office manager. Non-congregational events may need to be changed in the facility is needed for special or emergency congregational meetings or funerals. However, every effort will be made to avoid rescheduling a non-congregational event from the calendar once it has been authorized and scheduled.

The church council establishes a schedule of appropriate fees for use of the facility. The use of the building for commercial purposes is not allowed, unless the church council gives special approval. The church staff and church council reserve the right to refuse the use of church facilities if the event does not compliment the mission of Trinity Lutheran Church.

Guidelines for Use

To help be good stewards of these facilities, we ask that you adhere to the following guidelines.

1. The facilities must be used for the purpose agreed upon and for no other purpose.
2. At all times, the event must be confined to the agreed upon area of the building.
3. The person making the reservation assumes full responsibility for the conduct of all persons attending the event.
4. All users have a responsibility to conserve fuel, electricity and water. Please close doors, turn off lights, etc.
5. NO ALCOHOL or SMOKING is allowed on the premises.
6. Posters, visual displays, etc., may not be affixed to walls (no tape, tacks, screws, hooks or nails)
7. When decorating, please do not tack items to the walls. Only Mounting Putty may be used.
8. After the event, basic clean-up is expected. Please return the room to the condition in which it was found. A checklist will be provided for ‘closing down’ the meeting space. Groups leaving visible dirt or debris, or those that do not return tables, chairs, and other furnishings neatly to their original set-up will be subject to an additional custodial fee.
9. If there is a spill, please try to clean it up as best as possible. Also, please leave a note specifying what was spilled.
10. If any portion of the facilities being used is damaged, the group will be responsible to pay such sum as shall be necessary to restore the facilities to their original condition.

Called by God, Forgiven in Christ, United in Spirit, Sent to Serve

11. Trinity Lutheran Church will not be responsible for any lost or damaged items belonging to any individual or group using the facility.

Kitchen Guidelines

If the kitchen is used, all guidelines set by Trinity Lutheran Church must be followed.

1. Dishes, silverware, kettles, and other utensils must be washed, dried, and returned to their appropriate places.
2. Coffee pots and servers are to be washed, dried and stored in appropriate cupboards.
3. Stove tops, counter tops, sinks and dishwasher are to be cleaned.
4. Keep refrigerators clean. Leftovers are not to be left in the refrigerator or freezer. If there is something that you must leave, clearly mark it with a name and date. Leftovers not retrieved within one week will be discarded. Any large quantities of leftover food may be donated to the food pantry (clearly marked that they are for the food pantry) located here at Trinity or taken to The Welcome Table (First United Methodist Church, 16 N Dakota ST).
5. If the dish sanitizer is used, please follow the instructions posted on the wall above the dish sanitizer.
6. If the industrial coffee maker (BUNN) is used, please follow the instructions posted by the coffee maker. Rinse all coffee pots with plain water and wipe out with paper towels. Do not use soap. Be sure to shut off all switches.

We thank you for the privilege of offering our facilities for your use and trust that you will comply with these guidelines.

Checklist for Closing

1. Survey the room you used to see that it is in the same condition as when you arrived. (trash picked up, borrowed items returned to their original places, windows and doors closed, lights off, stoves off, water shut off, etc.)
2. If you used the kitchen, make sure appliances are off, dishes are returned to cupboards, and if there is left over food (clearly marked with name/date) and put away in the refrigerators.
3. Check all bathrooms to see that lights, fans, and faucets are turned off; stools flushed clean.
4. Check all hallways to ensure that lights are turned off.
5. Be sure doors to the facility are locked before you leave. If you were given a key, be sure to return it to the church office.
6. Be sure all fees are paid at the appropriate time and to the appropriate person.

If an emergency arises, during your event, which you cannot handle, please call:
Property Chairperson, John Walker: 605-670-7966.