

FACILITY USAGE FORM

Trinity E.C. Church, Boyertown PA

SECTION 1: USER INFORMATION

Name (Contact Person) _____
Address _____
City/Town, Zip _____
Phone (home or cell) _____
Email _____

SECTION 2: DAY OF EVENT

Date of Event _____
Type of Event _____
Room(s) requested: ☐ Sanctuary ☐ Lobby ☐ Fellowship Hall/Kitchen ☐ Room 200
☐ Library ☐ Room 203 ☐ Room 205 ☐ Room 101
Surprise? Yes No
Number of persons anticipated _____
Event Start Time _____ Event End Time _____
Time to Open Facility _____
Will you need to use Trinity's audio/media at the event? ☐ Yes (Fee will apply.) ☐ No

SECTION 3: BEFORE & AFTER EVENT

Will you need Trinity Staff to help set-up the event? ☐ Yes (Fee will apply.) ☐ No

Set-up Info (Date and Time of set up) _____

After set-up are others to be excluded from use of this area until cleanup is complete? ☐ Yes ☐ No

Rehearsal Info: Date _____ Start Time _____ End Time _____

Clean Up Info: End Time _____

Events held on Saturday must be completed and cleanup finished by 9:00 PM; additional fees may apply after this time.

SECTION 4: USAGE POLICY AND TERMS

1. Trinity E.C. Church ("Church") is a smoke-free, alcohol-free building available for use for only personal, non-business, or non-political-related uses.
2. Fees must be paid when forms are submitted. Dates cannot be guaranteed until forms and fees are received by Church office staff.
3. Church will make a full refund of fees paid if the reservation is canceled; however, Special Set-up Fee will be forfeited if special set-up has already occurred.
4. Contact Person is responsible for set-up and re-set of the facilities. By signing this agreement, Contact Person agrees to either be responsible for returning the facility to the state it was in prior to the usage or pay the cleaning fee.
5. Contact Person is to arrange with Church office staff for pick-up and drop-off of the key fob during normal working hours.
6. Church doors are always locked. Contact Person is responsible for providing a door person who will be responsible for opening the door for admission to the event. No door is to be propped open. Church will not unlock doors for any event for safety reasons.
7. **No** tapes or adhesives are to be used on the inside of the main entry doors and the ramp door. Signs can be hung using the hooks on the insides of those doors or by taping them to the outside of those doors.
8. The kitchen equipment (fridge, sinks, stoves, pots, pans, trays, etc.) is available for use. Church paper goods and

FACILITY USAGE FORM

Trinity E.C. Church, Boyertown PA

foodstuffs in the kitchen are not available for use. Contact Person is responsible for washing, cleaning and returning all kitchen equipment or pay the cleaning fee.

9. **No** pets or animals, other than certified and properly vested service animals, are permitted on the premises.
10. **No** overnight parking of vehicles of any sort, except with prior expressed approval from Trinity, is permitted.
11. Contact Person agrees that only Trinity authorized individuals will run the Audio/Media equipment (unless arrangements are made prior to usage for use of simple equipment such as TV monitor and DVD player.) Contact Person agrees to pay for damages in the event that an unauthorized individual damages the equipment during times Contact Person has use of the facility.
12. Church provides no supervision or control over property when the facility is used by Contact Person.
13. If the event runs longer, is larger, or takes more Church assistance than originally arranged for, the Church reserves the right to charge and collect additional usage fees.
14. Indemnification: Contact Person indemnifies Church for any costs of damages of any kind incurred by Church as a result of the usage of the facility by Contact Person.

SECTION 5: FEE SCHEDULE

Daily Facility Usage Fee (check payable to Trinity Church)	\$100 (up to 4 hours and fewer than 100 people) \$150 (up to 4 hours and more than 100 people) \$150 (4+ hours and fewer than 100 people) \$200 (4+ hours and more than 100 people) Customized rates for groups over 250 people
Audio/Media basic – one microphone, basic lighting, and stage clearing	\$ 40
Audio/Media bonus – Basic + microphones for vocalists and/or musicians, special lighting, background music, slide projection	\$ 75
Audio/Media Tech (per rehearsal or event)	\$ 50 (up to 75 minutes) \$ 75 (76-120 minutes) \$100 (over 2 hours)
Cleaning Deposit (check payable to Matthew Obarow)	\$ 50 (Refundable if less than ½ hour work is required)
Security Deposit (check payable to Trinity Church)	\$250 (Refundable after inspection If no damage)

All checks will be held until the day of the event.

** Checks should be dated two days before the event*

and made out to the individuals who are assigned to assist at the event.

*** If the event goes beyond 9pm on Saturday evening, or if clean-up is not complete, or if room is not returned to original set-up, or if more than 30 minutes of cleaning is required, cleaning deposit will be forfeited.*

Need Assistance?

Audio/Media - If you will need any audio/media services at Trinity, please let us know and we will contact our authorized workers for their availability and then put you in touch with them. Both the "basic" and "bonus" equipment fees and tech fees for these services are listed above and may be adjusted depending on your needs. The checks will be payable to the person who assists you.

Special Set-up and/or Clean-up – We ask that all facility users perform their own set up, tear down and clean up. If, however, you need assistance with these tasks, we may be able to assist you. A fee will be assessed for this work depending on what is entailed, with a \$50 minimum, and you'll make the check payable to the person who assists you.

Emergency Contacts – Once your reservation is confirmed and your usage fees are paid, we'll provide you with names and numbers you can use in case of an emergency on the day of your event.

FACILITY USAGE FORM

Trinity E.C. Church, Boyertown PA

SECTION 6: PAYMENT INFORMATION

1. Usage Fee
Payable to Trinity Church (Check # _____) \$ _____
2. Audio/Media Basic
Payable to: _____ (Check # _____) \$ _____
3. Audio/Media Bonus
Payable to: _____ (Check # _____) \$ _____
4. Audio/Media Tech
Payable to: _____ (Check # _____) \$ _____
5. Cleaning Deposit (See ** prior page for conditions.)
Payable to Matthew Obarow (Check # _____) \$ _____
6. Security Deposit (Refunded if no damage is found.)
Payable to Trinity Church (Check # _____) \$ _____
7. Special Set-up
Payable to: _____ (Check # _____) \$ _____

**Signatures indicate the agreement of the Contact Person to the terms and conditions,
and the approval of the application by Trinity Church.**

Contact Person Signature: _____ Date: _____

Church Representative Signature: _____ Date: _____

I prefer to have my unused checks mailed to me at _____

I give permission for unused checks to be shredded after the event by the office staff.

☐

FACILITY USAGE FORM

Trinity E.C. Church, Boyertown PA

STAFF USE ONLY

Date of Event _____

User/Contact Person _____

Custodial Report:

SET UP and CLEAN UP

- ☐ Facility returned to original setup. **Cleaning deposit refundable.**
- ☐ Facility not returned to original setup. **Cleaning deposit forfeited.**

CLEANING

- ☐ Facility satisfactorily clean (less than ½ hour to clean). **Cleaning deposit refundable.**
- ☐ Facility required more than ½ hour cleaning (or ended after 9pm on Saturday). **Cleaning deposit forfeited.**

SECURITY DEPOSIT

- ☐ No notable damage; facility left satisfactorily clean. **Security deposit refundable.**
- ☐ Significant damage or alteration noted: _____
- _____
- _____
- _____ **Security deposit forfeited.**

Signature

Office Report:

- ☐ Reservation was cancelled; all checks returned or shredded.
- ☐ Loaner key fob returned by user (Date _____)
- ☐ Checks distributed to appropriate staff.
- ☐ Unused Security Deposit and Cleaning Checks Shredded or Returned

Signature