

Guidelines for Use of Fellowship Hall  
Trinity Lutheran Church, Monroeville, Ohio  
(updated March, 2009)

Please make reservations at least 30 days prior to desired date of use. Check the kitchen calendar for availability and if the date is open put your event on the calendar. (Someone can do this for you if you are not a TLC member.)

A \$25.00 deposit by members should be accompanied with this form. Give to President of Council, or Pastor. When event is over, if everything is clean and back in place, the deposit will be returned.

A deposit of \$125.00 for non-members is required to reserve the hall. If everything is clean and in place after use and there is no physical damage to the facilities, Twenty-five dollars(\$25.00) will be returned. The balance of One Hundred (\$100.00) will be considered a donation to the church. This fee may be waived or reduced for non-profit organizations, Public Service Meetings, etc., at the discretion of Trinity Lutheran Church Council. If a key is needed, it must be returned within twenty four (24) hours after use.

Use of the fellowship hall does not include the passageway or rooms of the church annex, or the church proper. There will be no persons allowed in these areas while using the fellowship hall. No use of church or Sunday school materials or supplies is permitted. Storage areas, Sunday school cabinets, wardrobes, etc., are not to be opened or used for any reason.

No alcoholic beverages are permitted on church grounds. There is no exception to this. NO SMOKING is allowed in the building.

There is to be NO gambling or raffles of any sort.

If thermostats are set up (maximum of 70 degrees), they must be returned to minimum setting before leaving (62 degrees). Do not move thermostats in restrooms.

No food items belonging to the church may be used. Before leaving, please check stove and coffee makers, if used, to make sure they are turned off.

All floors, tables, and furnishings are to be clean and returned to original places. No items will be removed from kitchen or fellowship hall.

Upon leaving, please turn out all lights and make sure doors to the kitchen and fellowship hall are locked.

Any malfunction of equipment or damage to building or facilities must be reported to the Pastor or Congregation President or Vice President.

Use of the fellowship hall is not permitted if it conflicts with church related functions. If a conflict should arise, the church related function has precedence.

Trinity Lutheran Church assumes no liability for personal injury, theft or property damage for any non-church related activity. The person(s) responsible for signing this agreement will furnish the church with a Certificate of Liability coverage, which covers their activities and use of the fellowship hall. This certificate must be maintained in force and on file in the church office.

Running in shrubs and climbing on church sign is forbidden. Games inside the fellowship hall are limited to those that do not create hazards to the building or furnishings.

No janitorial service is agreed to by this agreement. If clean up is required, the twenty-five dollars (\$25.00) returnable deposit will be forfeited. User will remove trash that they generate.

If sidewalks need to be cleaned for the time of use, it will be the user's responsibility.

Irresponsible conduct or any violation of these guidelines will be reason to cancel permission to use these facilities. There is no agreement implied as to the use of these or any other property owned or maintained by Trinity Lutheran Church, Monroeville, Ohio.

I, \_\_\_\_\_ have read the above and agree to follow all guidelines as set forth by Trinity Lutheran Church Council.

DATE REQUESTED: \_\_\_\_\_ .

DEPOSIT OF \$ \_\_\_\_\_ RECEIVED THIS  
DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Church Representative

LIABILITY COVERAGE

BY: \_\_\_\_\_

NAME OF  
COMPANY: \_\_\_\_\_