

TRINITY CHURCH BUILDING USE POLICY

848 Gold Coast Road, Papillion, NE 68046

402-339-3788

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<http://www.trinitylife.org>

Statement of Purpose

The church's facility was provided through God's benevolence and by the sacrificial generosity of church members. The church desires that this facility be used for the fellowship of the Body of Christ and always to God's glory. Trinity Church allows our facility to be available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

Trinity Church use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings summarized in the church's constitution and bylaws or deemed by the pastor(s) as inconsistent with or contrary to the church's faith or moral teachings. The office manager or official designee (in consultation with the pastor(s) as needed), is the final decision-maker on whether a person or group is allowed to use church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not, in good conscience, materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity and would be a grave violation of the church's faith and religious practice. (See 2 Corinthians 6:14; 1 Thessalonians 5:22.)

Second, it is very important to the church that it presents a consistent message to the community which the church staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe negative impact on the message that the church strives to promote. It could also be a source of confusion and scandal to church members and the community because they may reasonably perceive that the church agrees with the beliefs or practices of the persons or groups using church facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities because the church sees all its property as holy and set apart to worship God. (See Colossians 3:17.)

Approved Users and Priority of Use

The Office Manager or official designee must approve all church facility use. Priority shall generally be given to members of the church, their immediate families, organized groups, and sponsored activities that are part of the ministry of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or people requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are in harmony with the church's faith and practice.
2. Submitting our online [Building Use Request Form](#) confirms that the person or group requesting use of our Trinity Church facility agrees to the policies and requirements stated in this document.
3. The person or group seeking to use our Trinity Church facility must be willing to take responsibility for the participants of their event, the facility and equipment used, and must agree to abide by the church's rules of conduct for facility use as stated in the Building Use Requirements section on page 2.

By completing the online Trinity Church Building Use Form, you affirm the following:

1. I understand that Trinity Church does not allow its facilities to be used in a way that contradicts its faith or by people or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict with the church's faith or beliefs. I commit to promptly disclose to church staff any potential conflict for which I am aware or become aware.

3. I understand that Trinity Church does not allow its facilities to be generally available to the public outside of worship and ministry, and that my use of these facilities is subject to the Office Manager's approval, and the requirements outlined in this document.
4. The Church believes disputes are to be worked out between parties without recourse to the courts. See Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, should issues arise, users of Trinity Church facilities agree to attempt resolution through Christian mediation, and if that fails, to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.

BUILDING USE REQUIREMENTS AND DEPOSITS

1. The security of our building and the safety of those who use it is of utmost importance. As such, the building will either be scheduled to be unlocked for the extent of your activity/event or a key card and/or room key(s) will be issued as needed. You are responsible to ensure that the building is secured when you leave after your activity/event and that the keycard, and any keys issued are returned to the church office before return of your breakage deposit.
2. You are responsible for the actions of your guests.
3. You are responsible for the cleanup of your reserved areas (and any area used by your guests during your activity/event). Please return all areas to the condition they were in upon your arrival.
 - a. Bundle all trash and dispose of it in the dumpster corral in the parking lot. Use the larger 3 yd dumpster for trash and the 2 yd dumpster for **clean** recycling. Code is 6567
 - b. Check bathrooms to make sure water is turned off, toilets are flushed, trash is picked up.
 - c. If you have reserved our kitchen, you may use our appliances, utensils, coffee pots, etc. Please wash and put away anything that was used. If you use our dishtowels, please take them home to wash and return them as soon as possible. You will need to provide your own consumable products, i.e., paper plates, coffee, cups, napkins, cleaning supplies, etc.
4. Drugs, alcohol, tobacco products and e-cigarettes are **prohibited** on ALL Trinity Church property.
5. Your room reservation fee must be received at least two weeks prior to your event.
6. **Cancelation Policy:** If your event is cancelled seven days or more before your event, your money will be refunded.
7. Please report any damage (including spills) to the Church office ASAP to prevent further damage. If after hours, leave a message via telephone, 402-339-3788.
8. **A breakage deposit of \$250 is required.** If no damage is noted after your event, your check will be returned to you within 10 days of the event and receipt of the key if one was issued.
9. Submission of the online form **TENTATIVELY** schedules your date. Upon approval of your activity/event, you will be notified by phone or email that your date has been added to our church calendar. Your date is not secured until building use fees are received.

To request a date, please complete our online [Building Use Request form](#).

Make checks payable to Trinity Church. Mail to or drop off at 848 Gold Coast Rd, Papillion, NE 68046.