



Trinity Church  
213 Main Street, Hackettstown, NJ 07840  
908-852-3020

**BUILDING USE APPLICATION**

Today's Date: \_\_\_\_\_

1. Title of Event: \_\_\_\_\_
2. Name of Person Hosting Event: \_\_\_\_\_
3. Organization (if applicable): \_\_\_\_\_
4. Address of Contact: \_\_\_\_\_
5. Phone: \_\_\_\_\_ Cell: \_\_\_\_\_
6. Secondary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_
7. Exact Dates Needed: \_\_\_\_\_
8. Purpose: \_\_\_\_\_
9. Set Up Time: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm
10. Event Time: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm
11. Clean Up Time: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm
12. Room(s) Requested: \_\_\_\_\_
13. Number of Persons Participating: \_\_\_\_\_
14. Additional Items Requested:
  - Chairs - # needed \_\_\_\_\_
  - Tables
    - 60" diameter round (seats 8) - # needed \_\_\_\_\_
    - 6' long (seats 8) - # needed \_\_\_\_\_
  - Kitchen Facilities (Main Building)
    - For Use of Refrigerator/Sinks/Food Prep \_\_\_\_\_
    - For Cooking (Kitchen Monitor Required) \_\_\_\_\_
  - Kitchenette Facilities (Trinity House)
    - For Use of Refrigerator/Sinks/Food Prep \_\_\_\_\_
  - Microphone(s) – (Media Technician Required) \_\_\_\_\_
  - Other (explain): \_\_\_\_\_
15. Do you need a key? \_\_\_\_ Yes \_\_\_\_ No
16. \_\_\_\_ I am / \_\_\_\_ am not (check one) a member of Trinity United Methodist Church.
17. My organization is \_\_\_\_ profit / \_\_\_\_ non-profit (as defined by the IRS).

I understand and agree to the attached guidelines for use of the TUMC facilities. I also agree that the above information is correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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**OFFICE USE**

Building Request Approved \_\_\_\_\_ By \_\_\_\_\_ Date: \_\_\_\_\_

Building Request Denied \_\_\_\_\_ Explanation \_\_\_\_\_

**Facility:**

**Donation Requested:**

**Main Building**

|                        |  |       |
|------------------------|--|-------|
| Sanctuary              | \$50/hr. (maximum of \$200 for 1 time event) | _____ |
| Chapel                 | \$40/hour                                    | _____ |
| Rotunda                | \$40/hour                                    | _____ |
| Starr Hall w/o Kitchen | \$60/hr. (maximum of \$240 for 1 time event) | _____ |
| Kitchen (cooking use)  | \$100/event                                  | _____ |
| Classroom              | \$25/hour                                    | _____ |

**Trinity House**

|          |  |       |
|----------|--|-------|
| Room 400 | \$75/hr. (maximum of \$300 for 1 time event) | _____ |
| Room 401 | \$35/hour                                    | _____ |
| Room 403 | \$35/hour                                    | _____ |

**Total donation requested and payable 1 week prior to event date**

\_\_\_\_\_

Make checks payable to TUMC

\_\_\_\_\_ Donation Received

\_\_\_\_\_ Donation Waived

Check # \_\_\_\_\_

Amount \$ \_\_\_\_\_

Cash \$ \_\_\_\_\_

If a monitor is needed the following are to be **paid in cash at the beginning of the event directly to the Monitor/Technician:**

|       |                   |                        |                        |
|-------|-------------------|------------------------|------------------------|
|       |                   |                        | Monitor Assigned/Cell# |
| _____ | Event Monitor     | \$25/hr (2 hr minimum) | \$ _____ _____         |
| _____ | Kitchen Monitor   | \$25/hr (2 hr minimum) | \$ _____ _____         |
| _____ | Media Technician  | \$25/hr (2 hr minimum) | \$ _____ _____         |
| _____ | No Monitor Needed |                        |                        |

\_\_\_\_\_ Security Deposit/Cleaning Deposit required (a separate \$50 check made payable to TUMC)

\_\_\_\_\_ Security Deposit Waived

\_\_\_\_\_ Security Deposit Returned (date) \_\_\_\_\_

\_\_\_\_\_ Key Picked Up (date) \_\_\_\_\_

\_\_\_\_\_ Key Returned (date) \_\_\_\_\_

\_\_\_\_\_ Certificate of Insurance Received

\_\_\_\_\_ Signed Safe Sanctuaries Policy Received



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### **POLICY FOR USE OF TRINITY CHURCH FACILITIES**

All of our facilities are to be seen as a gift from God and we are to be responsible stewards in the care and use of them. Not only are the buildings used for congregational events and worship, but they may also be used by the community to hold their functions. Therefore, you are asked to respect the facilities as if they were your own home and company was coming to visit.

1. All scheduling of meeting areas must be done through the church office. The office must be notified of any changes.
  - Trinity group meeting times and rooms can be scheduled by email or phone. Send an email to [kanzel@catchthespirit.org](mailto:kanzel@catchthespirit.org) or call Kari Anzel at 908-852-3020 between 9 am-2:30 pm Monday – Friday.
  - Non-Trinity groups, as well as Trinity members wishing to use the facilities for special occasions (ie Anniversary parties), will need to obtain and complete a building use application from the office. The applications, once received in the church office, will be acted upon within 5 days in most cases.
2. Trinity groups and programs will not be requested to make a donation for facility use and will receive priority consideration in scheduling.
3. Other groups (including individual Trinity members using the facilities on special occasions) may be asked for a donation determined by the area used. The donation request schedule is found on the back of the Building Use Application.
4. Other groups (including individual Trinity members using the facilities on special occasions) are required to provide a Certificate of Insurance with Trinity UMC listed as Certificate Holder. Individuals can obtain a Certificate of Insurance showing the liability coverage on their Homeowners or tenants policy by contacting their insurance agent. Any business using the facility either for a single event or on an ongoing basis or any non-Trinity group using the facilities on an ongoing basis must provide a Certificate of Insurance naming Trinity UMC as Certificate Holder and Additional Insured.
5. All large activities using our facilities may be required to have an event monitor present in the building. The need for an event monitor will be at the discretion of the church office.
6. Rooms and areas of the church receive multiple use throughout the week. Flexibility, practicality and energy conservation must be exercised in assigning rooms; please understand this if you are not assigned your first choice of rooms.
7. All users are to be energy conscious. Lights should be turned off when the meeting is concluded.
8. You are responsible for your own set-up and clean-up. Return the room to the original set-up with chairs and tables back to their places. Any full trash bags or trash bags with food should be taken to the dumpster located in the gray shed adjacent to the back of the Community Room. Replacement trash bags can be found in the bottom of the trash receptacle. (See attached sketch.)
9. Please stay in the area of the building which is reserved.



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10. Children must be carefully supervised and not allowed to roam.
11. All groups will receive and comply with the Safe Sanctuaries Policy.
12. The church shall have the right to deny requests when deemed necessary (ie. conflict of schedule or purpose.)
13. Non-Trinity groups will be asked to give a security/cleaning deposit. The organization/individual using the facility assumes full liability for any damage that occurs during the event. The security deposit will be returned when the key is returned to the office. The cost of repairing any damage will be paid from the security deposit and the organization/individual will be charged any cost of repairs not covered by the security deposit.
14. When a key is issued:
  - a. The key must be returned to the office within 3 business days of the event at which time the security deposit will be returned.
  - b. The key shall not be given to anyone else without the consent of the office.
15. Programs that require the use of a sound or video system must have one of the church's media technicians on duty.
16. Groups or individuals using Starr Hall and kitchen or Trinity House and kitchenette will furnish all supplies needed. Trinity owned small appliances and serving equipment such as coffee makers, punch bowls, warming trays, etc. may be used by Trinity groups only.
17. If you are using the kitchen you must adhere to the kitchen rules. In the main building kitchen:
  - First Aid Kit is located next to the microwave.
  - Refrigerator doors are the middle and right doors. The freezer is the left door.
  - Do not leave "leftovers" in the refrigerator. Do not leave any food in the kitchen.
  - The use of the kitchen for cooking requires a kitchen monitor be present.
18. Rooms must be swept and spills mopped up. In the main building, supplies can be found in a metal cabinet in the men's room in the foyer on the main floor and in the women's room on the lower level.
- 19. The Trinity UMC facilities and GROUNDS are smoke, drug and alcohol-free.**
- 20. No food or beverages are permitted in the Sanctuary.**
21. It is the responsibility of the individual or group using the building to close all windows, shut-off all lights and lock all doors, inside and out, prior to leaving the building. The restrooms must also be checked to ensure all lights have been turned off.
22. Compliance of the above is required. Failure to abide by these rules and agreements will jeopardize further use of the facilities and may result in the loss of the security/cleaning deposit.
- 23. Please understand that if there is an urgent last minute event, i.e. funeral, we MAY need to relocate or reschedule your event.**