

RULES FOR USE OF FACILITIES

The following policies and procedures apply to the use of all Trinity Church facilities:

1. **POLICY:** The facilities of Trinity Presbyterian Church of Tucson (hereinafter referred to as Trinity Church) are to be utilized primarily for the programs and activities of the church as planned and approved by the Board of Elders, collectively referred to as the Session of Trinity Presbyterian Church.

Individuals, groups and/or organizations may request permission to use the facilities of Trinity Church. Performances or events may not charge a fee but may ask for a free-will offering or donation if approved by Session in advance. Priorities for assigning the use of church facilities are as follows:

- a. Church activities
- b. Member activities which are in accordance with the mission of church
- c. Non-church/member activities which are in accordance with the mission of the church.
- d. Non-church/non-member related activities which are in accordance with the mission of the church.

Requests for activities not in accordance with the mission of Trinity Church will be denied.

Requests for activities by for-profit organizations will be denied.

2. **PROCEDURES:** Use of Trinity Church facilities by **Trinity originators**, independent organizations or individuals, or for non-church related activities are subject to the following **rules and regulations:**

- a. Use will not interfere with programs and activities of Trinity Church.
- b. The permission for use of the facilities will be granted or denied by the Property Committee of Session, in accordance with these policies and procedures.
- c. Individuals, not-for-profit charitable or community-based organizations may apply for use of the facilities in writing. **Please send by email to office@trinitytucson.org.**
- d. Trinity Church facilities may be utilized as a polling place for Federal, State and County elections.
- e. Trinity Church facilities are not intended to be utilized in competition with commercially available facilities in the community such as restaurants, **or for activities conducted or sponsored by legal entities or individuals who are engaged in for-profit business endeavors.**
- f. The use of alcoholic beverages is prohibited at Trinity Church.
- g. The unlawful use of drugs anywhere on the Trinity Church campus is strictly forbidden **except when used as directed by a licensed physician.**
- h. Smoking is prohibited on the Trinity Church **campus.**
- i. Nothing is to be attached to the walls, furniture or equipment of Trinity Church property. No permanent signs identifying a permitted use of any of Trinity Church facilities are to be erected on the church property.
- j. In some cases, to be determined by the Property Committee and/or Session, permitted use of Trinity Church facilities by outside organizations will require

execution of a signed contract by an authorized member of the petitioning organization. The Facility Use Application defines the responsibilities of both parties. The user organization will provide written evidence of liability insurance naming Trinity Presbyterian Church as an “additional insured”. This certificate must be received in the church office at least 14 days prior to the event. **The amount of coverage required by Trinity Church will be \$1,000,000.00 per incident and \$3,000,000.00 aggregate.** Said contract will indicate requirements for security deposits, refunds and other terms and conditions of use.

- k. The use of Trinity Church facilities by an approved outside organization will require a “suggested donation” (listed in the rate guide) which will be utilized for facility operating and maintenance costs of Trinity Church.
- l. The use of Trinity Church facilities during times when the church would normally be closed will require the services of an on-site security person. The fees for his/her service will be separate from the “suggested donation” listed above (k) to be paid by the organization utilizing the facilities.
- m. Outside groups will not be permitted to utilize the Trinity Church sanctuary organ. Use of other musical instruments belonging to Trinity Church, e.g. pianos, will be granted on an individual basis. Sounds equipment and lighting will be permitted for use only with a member of the church sound/lighting crew operating it. The fee for this person is not included in the “suggested donation” listed above (k).
- n. Church property and equipment may not be removed for use off-premises of Trinity Church except when used for the purpose of Trinity Church sponsored worship, retreats, seminars or fellowship activities.