

STATEMENT OF CHURCH POLICIES

PURPOSE

The Church is God's people; the Church building is God's House of Worship. The purpose of Holy Trinity's building, grounds and equipment is to provide for maximum use for the greatest service to the membership, the neighborhood, and the community. This Policy for Church Use is approved by the Congregation Council and made available to any individual or group desiring to use the facilities.

SCOPE

The use of the building, grounds and equipment shall be confined to religious, educational, social service, and other character-building functions. The facilities may be made available to service organizations, character-building functions that are beneficial to the community and compatible with the constitution of the church, such as the Salvation Army, the American Red Cross, the Girl and Boy Scouts of America, and the Loudoun County Ministerial Association, without cost. **Church use for: 1) dance, 2) exercise, 3) political events, or 4) activities for profit are not acceptable.** A calendar of available times and dates is maintained in the Church Office and on our website at www.htlc-va.com. In case of conflict in scheduling, membership functions will take priority, however, no previously scheduled non-member event will be canceled once it is authorized and scheduled. The only exception is for special or emergency Congregational meetings and funerals.

ADMISSION CHARGES AND COMMERCIALISM

No group or organization will be permitted to charge admission or conduct fund-raising activities of a commercial nature, unless prior approval is issued by the Congregation Council. Freewill offerings may be received and fees may be collected by non-profit organizations to offset program costs. A donation to the Church to help defray costs is appreciated. A schedule of charges for special functions is included at the end of the policies.

WEDDINGS

The Church building, grounds and necessary equipment will be made available for weddings to members and non-members as approved by the Pastor as scheduling permits. **The physical setting of the sanctuary must not be changed in any manner.**

Normally, weddings consecrated at Holy Trinity shall be presided over by the pastor using the approved liturgy of the Evangelical Lutheran Church in America. Such weddings are regarded as worship services of the congregation and are entered into the permanent parish records. The Holy Communion may or may not be celebrated in this service. When it is, it is to be offered to all baptized Christians who desire to partake. The presiding pastor(s) shall meet and counsel with the couple prior to the scheduling of all such weddings.

On occasion permission may be granted to allow ordained ministers of other Christian congregations to perform marriage services. Reasons for such occurrence may include, (but are not limited to) a pastor serving a local congregation without access to worship facilities, pastors who are relatives of the bride or groom, etc. All such requests to "rent" will be considered on a case to case basis. The couple will be asked to complete the Church Use Contract and submit it with half of the church use fee plus the \$100.00 nonrefundable security deposit. In these cases, Holy Trinity is providing space for the wedding, but not service. These weddings are not included in the parish records.

The Commonwealth of Virginia requires that clergy be licensed before officiating at a wedding. This license is available from the County Clerk of Courts. It may be difficult for out-of-state ministers to obtain. Call the courthouse for details.

If you wish to have another organist, you must first contact Holy Trinity's organist. Holy Trinity accords its organist traditional "bench rights." She has the right to play at all weddings held at Holy Trinity, unless she grants the request for a guest musician to do so.

EQUIPMENT

Equipment must not be moved from its regular place without permission. If equipment is moved, it must be put back into the original setting, or an agreed upon setting, before the authorized users depart. Any lending of equipment, such as chairs, tables, dishes, video, tools, etc. for use off-premises must be approved by a representative of the Congregation Council or the Pastor.

FLOWERS AND DECORATIONS

The Church Office must be notified when a florist (if required) has been selected. The florist must notify the Pastor or the assigned Events Liaison, so that decorating arrangements can be agreed upon. If no florist is involved, then those responsible for flowers and decorations should notify the Church Office for the same reason. No tacks, nails, scotch tape, or other material which will deface Church property may be used. Flowers, candles, ropes and containers must have bases to support them. No decorations, such as streamers, will be attached to the walls, pews, chancel rails, or ceilings in such a manner as to cause permanent damage. **No confetti, flower petals or rice may be used.** This applies equally to all members and non-members. Arrangements for removal or donation of flowers and for the removal of decorations after each event will be made at the time of application. The sanctuary setting must not be changed.

ALCOHOL AND SMOKING

Dinner wine is the only alcoholic beverage to be served on the premises. No smoking is permitted in any part of the church building at any time!

FEES

The facilities of the Church are available to members without cost as the schedule permits. For non-members, a schedule of charges for special functions is included at the end of these policies. **The schedule of charges does not include the cost of special services such as pastoral services, Events Liaison, music, catering, decorations, or cleaning.** (page 5) These charges will be agreed upon with, and paid directly to, the individuals or business involved. Groups planning to use the facilities on a continual basis are asked to make monthly donations to defray the utilities cost.

ORGAN AND PIANO

The instruments are available for practice to member and non-member students studying under a recognized instructor. Church staff musicians may also use the instruments and facilities for private music lessons. Practice hours must be arranged in advance and observed to avoid conflict with congregational programs or other scheduled events. Prior to such use, the member and non-member student must fill out the Church Use Contract (application) and turn it in to the Church

secretary. All instructional costs or fees involved must be shown on the application. Applications must be approved by the Congregation Council.

GIFTS

The Congregation Council should be consulted in the event memorials or gifts are offered to the Church.

ENERGY CONSERVATION

We ask that all participants in activities at the Church make every effort to conserve commercial energy. Do not tamper with or change temperature settings on the thermostats. These thermostats control heat pumps set on "cycle function" and are difficult to reset by the novice. Tampering results in discomfort for many users and wastes energy as well as Church resources. If any problems develop with the heating or cooling, a representative of the Church should be contacted immediately.

GENERAL USE GUIDELINES

1. The existing room arrangements will be maintained unless the planned activity requires change. In case of changes, the applicant will ensure that the room is returned to its original state, unless relieved of the responsibility by a representative of the Church.
2. Food must be properly disposed. All trash must be placed in the garbage cans with plastic liners during the event, and secured in the cans located beside the Church, before departing. All dishes, utensils and kitchen equipment must be washed and stored in its designated place.
3. The Church Sexton (Custodian) is not required to perform cleanup of special duties for any group activity. User groups are responsible for their own cleanup.
4. The Church must be secured before leaving. This includes turning off all lights, locking all doors and windows. The person that signs the Church Use Contract will be held responsible.
5. In case of accident, injury, or damage to Church property, contact a representative of the Church as soon as practical. This is necessary for the legal protection of both parties.

PHOTOGRAPHERS

Wedding photographers should consult with the presiding pastor concerning picture taking policies. No flash pictures or photo lights are permitted during the ceremony. Videography is discouraged and allowed only with remote controls and unattended cameras on tripods.

KEYS

The Pastor, members of the Congregation Council, Committee Chairpersons, Organist, Sexton, Choir Directors and Secretary have a key to the main body of the Church. In addition, the Pastor, Secretary, Sexton, and Staff members may have keys to the Church Office as needed.

Those responsible for approved activities within the Church will be issued a key from the church office with instruction for its return. The Church Secretary will maintain a record of those who have received a key and are accountable for its return.

PROCEDURES TO OBTAIN USE OF THE CHURCH

Applicants must read the Church Use Policy statement, then complete and sign the Church Use Contract and an Indemnification Agreement, and ensure that the participants abide by these policies. Accompanying the signed Church Use Contract shall be a check in the amount of the nonrefundable deposit and half the church use fee. The remaining balance is required within two weeks of the approval of your date.

1. Non-members and non-church organizations must provide their own liability insurance. Holy Trinity Lutheran Church assumes no liability for accidents which occur during non-member sponsored events.
2. The signer of the Church Use Contract agrees to make good any damage to the Church building, equipment or grounds.
3. Groups using the facility on a continuous basis for meetings must notify the church office when they will not meet and also when they use the facility for an activity other than their regular meeting.

SCHEDULE OF FEES FOR BUILDING USE **For Non-Members**

<u>FACILITY</u>	<u>FEE</u>
Church - Wedding	\$500.00
Security Deposit (nonrefundable)	\$100.00
Multi-Purpose Room (upper level)	
Security Deposit (nonrefundable)	\$100.00
Wedding Reception	\$200.00
Community Service Groups	Donation Suggested
Kitchen (equipment use)	\$ 25.00
Lower Level (meeting area)	Donation Suggested

At the time the Church Use Contract is submitted a check for the security deposit and half the wedding fee is required. The remaining balance is required within two weeks of the approval of your date.

NOTE: WEDDING PARTIES AND OTHER SPECIAL EVENT PARTIES: (member and non-members) This amount does not include the fee of the Pastor, the Organist, the Events Liaison or the Custodian. You must contract with them separately. Please make checks payable to the appropriate person. These checks are required to be in the church office seven (7) days prior to your event. (See page 5 of this document)

Pastor's Services

Pastor Thomas Prinz

Contact Number: (703) 777-4912

Fee: \$300.00

Please make your check payable to Pastor Thomas Prinz; due in the church office seven (7) days prior to the ceremony.

Guidelines for Wedding Ceremony Music Costs

Marcia Merry

Contact Number: (703) 771-9529

Fee: \$150.00

This includes one consultation session prior to the wedding, the rehearsal or the wedding.

Additional Fees: \$50.00

This is addition if the organist is needed to work with any special soloists and instrumentalists involving and extra rehearsal.

Holy Trinity accords its organist traditional "bench rights." She has the right to play at all weddings held at Holy Trinity, unless she grants the request for a guest musician to do so.

Please make your check payable to Marcia Merry; due in the church office seven (7) days prior to the ceremony.

Events Liaison

A church person will be designated to see to your needs of the use of the building, for such things as entry to the building, AC/Heating, lighting, open or off-limits rooms, lock-up, etc.

Contact Number: (703) 777-4912

Fee: \$100.00

Please make your check payable to the person designated; due in the church office seven (7) days prior to the ceremony.

Custodian

Anne Blackburn

Fee: \$125.00

Contact Number: (540) 837-1052

Please make your check payable to Anne Blackburn; due in the church office seven (7) days prior to the ceremony.

Updated: 04/29/2008

Date Received _____
Amount of Deposit _____
Check No.: _____
Remainder _____
Remainder Received _____
Check No. _____

Holy Trinity Lutheran Church
605 West Market Street
Leesburg, Virginia 20176-2506
Office: (703) 777-4912 Fax: (703) 777-4916
Email: office@htlc-va.com

Please Print:

The undersigned hereby makes application on behalf of _____ for
Name of Person or Organization
Special / Regular use of the facilities of Holy Trinity Lutheran Church for the purpose of
_____ to be held on _____ from _____ to _____.
List Activity Day of Week Hour to Hour

What months will your organization be using Holy Trinity Lutheran Church? _____

If this request is a renewal, is the time the same as last year? _____ Number of People: _____

Wedding Information:

Rehearsal Date and Time: _____ Actual Time of Ceremony: _____

Name of Groom: _____ Name of Bride: _____

Legal Name of Bride after the Marriage: _____

Space or Area Needed:

Indoor:

_____ Nave _____ Narthex _____ Warming Kitchen _____ Fellowship Hall
_____ Infill Café _____ Lower Level Multipurpose Room _____ Other

Outdoor:

_____ Parking Lot _____ Activity Field _____ Other

Will You:

_____ Charge Admission _____ Collect Dues or Fees _____ Solicit Donations
_____ Sell Anything

If the answer is **Yes** to any of the above questions, please explain on the reverse side of the form or on a separate sheet of paper and attach it to this form.

The undersigned certifies that he/she is familiar with the Church Use Policies of Holy Trinity Lutheran Church. The undersigned assumes full responsibility for all damages to Church property caused by said use and undersigned remits a security deposit (if applicable) in the amount to be determined. All or any part of the deposit not required for cleanup or repair will be refunded. For **Weddings and/or Receptions** one half the facilities fee **and** the security deposit is **due with this application** with the remainder due 30 (thirty) days thereafter or before the wedding whichever shall come first. This amount does not include the fee of the Pastor, the organist, the Events Coordinator or the custodian. You must contract with them separately. Please make checks out to **Holy Trinity Lutheran Church**.

Applicant's Signature

Print the following information:

Applicant's Name: _____ Group or Organization: _____

Mailing Address: _____
Street or Box City State Zip

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____

Indemnification Agreement

In Consideration of the Holy Trinity Lutheran Church, Leesburg, Virginia, granting to _____ the privilege to use certain facilities of Holy Trinity Lutheran Church, the undersigned, if more than one, jointly and severally, hereby agree to indemnify and save harmless Holy Trinity Lutheran Church and all members and employees thereof from any and all claims, causes of action, demands, suits, or actions at law and in equity for any loss or personal injury suffered or received by any person arising out of or occurring during the use of any facilities owned or maintained by Holy Trinity Lutheran Church in connection with the use of said facilities. In the event of any claim being asserted, Holy Trinity Lutheran Church agrees to give to the undersigned written notice thereof as soon after such claim is asserted as is reasonably practical.

Date: _____ 1) _____
Signature/Title
 2) _____
Signature/Title

Church Use Only:

This application has been reviewed in accordance with the existing Church Use Policies that governs the use of the facilities of Holy Trinity Lutheran Church.

Approved _____ Not Approved _____ Remarks:

Use Charge: _____ Security Deposit _____ Total Charge: _____

Pastor or President, Church Council

Date

Key Distributed: _____
Name Date

04/29/2008