

# Facility and Property Use Request

Trinity Lutheran Church and School  
 940 Creston Road, Paso Robles, CA 93446 \* 805-238-3702 \* Fax 805-238-7501

<input type="checkbox"/> <b>Facility</b>	<input type="checkbox"/> <b>Property</b>	<b>CHURCH OFFICE USE ONLY</b> <input type="checkbox"/> Copy to School _____
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Name:	Facility:
Address:	Property:
City, ST. Zip:	Quantity:
Phone #:	Time of Use: _____ Actual Start Time: _____ From _____ To _____
Responsible Party:	Date(s): _____ (Attach a calendar if needed.)
Organization:	Number of People Attending:
Signature:	Today's Date:

To be used for:

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Pastor Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Posted on Master Calendar  
 By Office Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Fee \_\_\_\_\_ Check # \_\_\_\_\_ Date Received \_\_\_\_\_  Key \_\_\_\_\_

**Security Deposit:** It is your responsibility to return property and leave the facility in the same condition in which it was authorized to you. Therefore, it is suggested that you inspect the property and the facility before the requested date. A refundable security deposit in the amount of \$ \_\_\_\_\_ is required at the time of scheduling. This money will be refunded following the usage if no additional charges are incurred.

Date Received: \_\_\_\_\_ Office Administrator's Signature: \_\_\_\_\_

# Facility and Property Use Request Requirements

- This form is required for use of all Trinity Lutheran Church and School Facilities and Property - there are no exceptions.
- Staff, Teachers, Boards, Committees, the Boosters, the Congregation and the Public are required to complete this form prior to using any facility, equipment, property, etc.
- Property and facilities use are granted on a first come - first served basis. This completed, dated form will be the deciding factor.
- The "Trinity Master Calendar," which is kept by the Office Administrator, will be the deciding factor for availability and use. The request can not interfere with our worship of God. This includes Sunday and Holiday Services, First Service Communion, and the use of the Fellowship Hall on nights and weekends when the use would interfere with services.
- All requests must be approved by the Senior Pastor and one of the following:
  - All Facilities of Church and Fellowship Hall - Office Administrator
  - Equipment and Property of Church and Fellowship Hall - Office Administrator
  - Musical Equipment and Property - Director of Music

No equipment or property shall leave its designated location without the proper approval - no exceptions.

## **General Information:**

Trinity Lutheran Church and School is a non-profit organization. The buildings, facilities and property are used for the worship of God, the teaching of His word and for the fellowship of His people. It is illegal, according to the tax code, to allow organizations who operate for a profit to use the facility on a regular basis. Members and other organizations who wish to use the facility and property are required to fill out this form. This form is passed on to the responsible parties through the Office Administrator.

There will be fees to cover the care and expenses of the facilities and equipment, according to the requested use of property and facilities. A Security Deposit of \$200 may be required for protection of the property and facilities.

## **Facilities, Property and Equipment come "as is":**

1. The use of tape, tacks, and nails are prohibited.
2. The use of confetti, glitter, bird seed, rice or anything of this nature is prohibited.
3. Do not attach anything to the light fixtures.
4. Clean off all tables, chairs, counters, sinks after use.
5. Remove garbage to the outside dumpster.
6. Remove all of your belongings.
7. Smoking is not allowed in any building nor is the disposal of smoking materials allowed on the property grounds.
8. Alcoholic beverages are not allowed on the premises.
9. Children should be supervised at all times.
10. Leave the facilities in the same condition in which you found it.
11. Turn off the A/C - Heating, and the lights and lock all the doors.
12. All equipment must be returned to its allocated area.