

**Trinity Lutheran Church
Facilities Usage**

As a service to the community and to its members, families and non-profit organizations may use the church facilities when they are available on a first-come, first-serve basis. Ministries of the church will always take precedence in usage of the church.

The church will be available at 11:30 a.m. and after on Sundays (reserving Sunday mornings for worship, Sunday School, etc.) and any other day IF another event has not been scheduled. If a funeral should arise, the funeral takes precedence over any other scheduled event that is not considered a ministry of the church. Alternative plans will need to be made by those reserving the facilities should that need arise. Notification of a funeral will be provided to the contact person reserving the room as soon as possible after a funeral has been scheduled.

To reserve a room, contact Sue in the church office at (712) 343-2518 during office hours. Please do not put your own name on the reservation calendar. Before selecting a date to set up for a church ministry event, please consider other things that may be happening within the church. If you are in doubt, please check with Sue.

Guidelines and expectations for facilities usage:

- ALL rooms will be left in the same condition (or better) as when you started
- Please make sure ALL lights are turned off when you leave
- All trash will be removed—The dumpster is located at the northeast corner of the building; new garbage bags are on the rolling cart under the telephone in the kitchen
- Tables or other furnishings will be replaced as you found them
- Tables and chairs will be wiped down as needed and highly touched surfaces with disinfectant wipes
- Floors will be vacuumed as needed—The vacuum is located in the janitor’s closet, last door on the left down the hall from the restrooms
- Alcohol of any kind is not allowed anywhere on the property, inside OR outside
- A free will donation is encouraged
- Should you choose not to use the facilities after reserving them, please cancel with Sue in order to make the room available for another group

Name: _____

Address: _____

City, State, Zip: _____

E-mail address: _____

Telephone: (Home) _____

(Cell) _____

Signed: _____

Date: _____

<i>Office use only</i>
Date reserved: _____
Room reserved: _____
Time reserved: _____
Date requested: _____