

As we begin a New Year, the Board of Properties would like to remind the congregation of our individual, and shared responsibility to respect and maintain God's house. While the congregation has assigned the responsibility for the maintenance and repair of all church property to this Board, we would like to remind the congregation of the **"Policies Governing the Use of the Property of the Congregation"** that have been approved by the Voters Assembly. These policies are not designed to be authoritarian, but rather are to remind us that all Church property is God's property, and that we have a responsibility to make every effort to respect, and use God's house in a responsible manner.

We ask all members to become familiar with these Policies. A Copy of the complete policies will be enclosed in the current Trinity Times and extra copies can be picked up in the Church office. If you should have any questions regarding these policies, please contact Rick Rosch, Chairman of the Board of Properties.

## **Policies Governing the Use of the Property of the Congregation**

The Bylaws of the Congregation assign to the Board of Properties the responsibility for the maintenance and repair of all church property. The Board is responsible for the development of the policies governing the use of all congregational property by any person or organization, subject to approval by the church council.

### **1. General Policies**

- Consistent with Trinity's mission to reach out into the community, materials depicting and detailing Trinity's beliefs and programs shall be prominently displayed and be made available to all visitors.
- Trinity sponsored activities should include the delivery of a Christian message in some form. Non-Trinity events should be encouraged to also include a Christian message in some form. In order to facilitate this, Trinity shall make available such resources as are required to deliver this message.
- The use of food and drink is discouraged in the Sanctuary.
- Smoking is not allowed at any time in either building. A designated smoking area will be established outside and away from the main entrances to the buildings.
- When not in use, the kitchen will be locked.
- It is the responsibility of all boards and committees to clean up after their use of the facility. This will include, but is not limited to, the proper storage of all chairs and tables, cleaning up of any spilled liquid, sweeping up and proper disposal of all trash, vacuuming carpets, if appropriate, ensuring that all doors and windows

are locked and all lights are off before leaving, and reporting any damage to the Board of Properties.

- Children will be supervised at all times.
- An Adult must supervise all Youth activities. Youth activities encompass all children, and youth activities through the age of 19.
- All posters, signs, banners, notices or pictures to be placed on any wall, door, window, or any place on the property will need prior approval of the Board of Properties.
- Removal of church equipment for use by a Trinity event must have the prior approval of the Board of Properties.
- Acquisition of equipment requiring special or permanent installation, periodic servicing, maintenance contracts, or specialized servicing, must receive prior approval of the Board of Properties.

## **2. Storage of Materials**

- The stage, fellowship hall and hallways will not be used as storage space.
- The Board of Properties will approve all storage space.
- Any additional equipment that may be purchased by, or donated to any Board or Committee must have an approved location for installation or storage prior to purchase or acceptance.
- The Board of Properties will maintain a Lost and Found. All unclaimed items will be donated to charity or disposed of quarterly.

## **3. Use of the Kitchen**

- All use of the Kitchen must follow all Prince George's County Health Department rules and regulations.
- Storage of all food and equipment will be in accordance with Prince George's County Health Department rules.
- The Board of Properties will maintain a list of all members approved to operate kitchen equipment and prepare food. At least one licensed Kitchen Manager must be present at all times when the kitchen is in use.

- Catering will be allowed only as it supports a concurrent event occurring in the fellowship hall or on the church grounds. Preparation of food to be transported to another site other than a Trinity function is not allowed. Organizations desiring to use the kitchen must comply with all applicable Health Department laws, including the presence of a Certified Food Manager, possess all applicable state and local licenses, and must provide proof of liability and Workman's Compensation Insurance. Proof of self-insurance may be accepted in lieu of Workman's Compensation.

#### **4. Use of the Buildings**

##### **Scheduling**

All activities including Trinity Boards and Committees must fill out a Facility Use request prior to scheduling any activity or meeting, to insure that space will be available for such activity or meeting.

Priority will be given to Trinity activities when requests from outside organizations and Trinity organizations are received at the same time. Once an activity (either internal or external) has been scheduled and the use of the building approved, it will not be pre-empted by another activity. All possible means will be used to accommodate emergency uses of the building, e.g. funerals, requests by other churches to use our facility due to extensive damage to their facility, etc. without interfering with a previously scheduled event.

The Board of Properties shall be responsible for approving and scheduling all events. The Board of Properties will notify the Church Council of any pending long-term requests for use by Non-Trinity groups before approving such requests. The Church Council will hear appeals of scheduling and/or approval decisions. |

##### **ALCOHOLIC BEVERAGES**

The current Trinity policy is that no Alcoholic Beverages are allowed.

## USE OF THE BUILDING BY NON-TRINITY PROGRAMS

Use of the building by Non-Trinity groups/programs, that is, an activity not directly sponsored by an established Trinity program (e.g. Wednesday evening activities, VBS, Trinity Teens) will adhere to the following guidelines:

1. All activities must comply with all City, County, State, or Federal laws.
2. The activity should be considered as providing a specific service to Trinity's congregation or to the community in general and not involved in sale or marketing of any products. Activities allowable would include exercise classes and craft classes (regardless if the organization running the class is for profit or not). Craft shows or community fundraisers would be exceptions to this requirement, as they are open to the public.
3. Non-Trinity fund raising activities may be allowed with the approval of the Church Council. Council may approve such requests if they are in conformity to the mission statement of the congregation.
4. The following are the types of activities and programs that would be allowed for the use of our property:
  - a. Personal parties such as wedding receptions, birthday parties, anniversary parties.
  - b. Recreational activities including basketball practices and games, volleyball, exercise classes, and sports instructional camps for children and teens in the local community.
  - c. Instructional activities conducted by non-profit or fraternal organizations, e.g. Music camp, Red Cross CPR classes, AAL/Lutheran Brotherhood estate seminars.
  - d. Community service activities, e.g. blood drives, disaster drills.
  - e. Concerts (it is presumed that the nature of the concert is compatible with Trinity's beliefs and standards). These concerts must be open to the public.
5. The following are the types of activities or programs that will not be allowed in the building or on the property:
  - a. Gambling activities, e.g. Bingo or Casino nights (Auctions are not considered gambling).
  - b. Immoral activities
  - c. Corporate receptions
  - d. Use by non-Christian religious organizations or groups.
6. All non-Trinity use of the building requires the presence of a Board of Properties approved supervisor at all times.