

GENERAL INSTRUCTIONS FOR REQUESTS BY MEMBERS AND TRINITY SPONSORED ORGANIZATIONS:

Complete PART I and return to Trinity Lutheran Church, 6600 Laurel Bowie Road, Bowie, MD 20715. Please mark the envelope ATTN: Church Secretary. In filling our PART I, be as specific as possible, including all special setup or services needed. If for a wedding, use one line for the wedding, and use another line for the rehearsal. Please indicate the total amount of time that the facilities will be in use. (For example, for a 6PM wedding, you might want use of the building from 5PM to 8PM). Please indicate the actual date and time of the event on the last line.

When your application has been received, the Church Secretary will forward it to the Chairman, Board of Properties. If approved, the Chairman, Board of Properties, will send you a letter of approval, listing your responsibilities for the use of the building, and the dates when the donations are due.

GENERAL RESPONSIBILITIES: WEDDINGS – You, AS A MEMBER OF Trinity Lutheran Church, will have the option of being provided with a custodian who will open and close the church for both the wedding and the rehearsal, provide any facility related setups that you require, and insure the sanctuary and hallways are clean prior to and after the wedding. There is a fee for these custodial services. If you do not want a custodian, then these tasks are your responsibility. We require that you DO NOT throw rice or anything else after the ceremony. Heating and air-conditioning controls are preset. Adjustments, if necessary, will be made by the custodian.

GENERAL RESPONSIBILITIES: OTHER EVENTS – You will be provided a key to the front door. It is your responsibility to insure that the building is opened at the proper time, and that the building is secure when you leave. This includes turning off all lights and closing all windows. You will also be responsible for proper cleanliness of the rooms you have used. Trash generated will be placed in the dumpster behind the church. Table and chairs may be arranged to suit your needs. If you use church table linens or kitchen towels, they must be laundered and returned *within 48 hours* of the event. The key should be returned to the church office within one week of the last usage.

MUSIC/ORGANIST – All music for services and programs must be coordinated with Trinity’s Director of Music. The Organist fee is separate from those fees mentioned below and should be negotiated directly with the Organist assigned to you. Singers, instrumentalists, etc., may cost extra. All music fees should be paid directly to the Organist on or before the day of the event.

MEMBER USE

Wedding/Receptions

Sanctuary	No Charge
Facility	\$ 30.00 Waived if member provides Custodian
Nursery	\$ 30.00
Fellowship Hall	\$ 60.00 Waived if member provides Custodian
Kitchen	\$100.00/First hour \$50.00/hr thereafter
	**Must have approved kitchen manager
Custodial	\$ 75.00

Misc. Use

Class Rooms	No Charge Member responsible for set up / clean-up
Fellowship Hall	No Charge Member responsible for set up/ clean up
Kitchen	\$100.00/First hour \$50.00 /hr thereafter
	**Must have approved kitchen manager

SISTER CONGREGATIONS

Sanctuary

Worship Activity	No Charge
Recurrent Worship	Negotiable

Fellowship Hall

Athletic Events	\$ 35.00/hr
Custodial	\$40.00
Class/Seminars/Recital	\$ 5.00/hr
Custodial	\$ 40.00
Supervisor	\$20.00/hr

Kitchen \$100.00/First hour \$50.00/hr thereafter **Must have approved kitchen manager