

Trinity United Methodist Church

1205 Dolley Madison Blvd., McLean, VA 22101

Office: 703-356-3312 Fax: 703-356-9119

info@umtrinity.org

Requests must be submitted **at least 6 weeks** prior to event. All requests will be reviewed for approval by the Trustees of Trinity United Methodist Church.

BUILDING USE REQUEST			
APPLICANT INFORMATION			
Organization / Individual Requesting Space:			
Contact Person:		<input type="checkbox"/> Non-Profit	<input type="checkbox"/> For Profit
Current address:			
City:	State:	ZIP Code:	
Home Phone:	Cell Phone:	Work Phone:	
E-mail:			
SPACE REQUESTED			
Space(s) Requested:			
Purpose of Use:			
Date(s) Requested:		Start Date:	End Date:
Set-Up Time:	Event Time:	End Time:	
Person Responsible for Clean-Up:			
TRINITY UMC AFFILIATION			
Church Member Sponsoring this Group (see policy #11):			
Phone:	E-mail:		
KEYS			
Key Requested:	# of Keys Given:	Key Deposit:	
Key Given to:		Phone:	
SPECIAL REQUESTS			

Pages 1 and 2 must be completed before request will be considered. Be sure to review the Policies Governing for Use of Church Facilities on page 3.

For Office Use Only
Received: _____
Space Available: _____
Forwarded: _____
Approved: _____
On Calendar: _____

Room Use Fees

Please check all that apply: (all fees are considered per use*)

€ Sanctuary	\$250.00
€ Chapel	\$200.00
€ Langley Hall (2 hours or less)	\$75.00
€ Langley Hall (2 ½ to 3 hours)	\$100.00
€ Langley Hall (3 hours or more)	\$150.00
€ Fellowship Lobby (2 hours or less)	\$150.00
€ Fellowship Lobby (2 ½ to 3 hours)	\$175.00
€ Fellowship Lobby (3 hours or more)	\$200.00
€ Main Kitchen (in conjunction with Langley Hall)	\$100.00
€ Main Kitchen (Kitchen only requests)	\$200.00
€ Deposit for any kitchen user	\$200.00
€ Fellowship Kitchenette (2 ½ to 3 hours)	\$110.00
€ Fellowship Kitchenette (3 hours or more)	\$185.00
€ Classrooms (lower Fellowship Building)	\$50.00
€ Classrooms (upper Fellowship Building)	\$75.00
€ Classrooms (Sanctuary Building)	\$25.00
€ Room 205	\$35.00
€ Parking Lot (parking only requests)	\$150.00 per use for 92 spaces
€ Custodian Fee	\$50.00 weekdays / starting at \$75 weekends
€ Trash Pick-up (if extra collection is necessary)	\$75.00
€ Key Deposit	\$50.00 per key
(Deposit returned when key(s) are returned)	_____ TOTAL

Fee approved by user (signature): _____

All fees, payable to Trinity United Methodist Church, are due at time of application.
The church Trustees retain the right to make exception or waive any part of the policy.

Church Use Requirements

1. **Set-up and Clean-up** – Must be done the day of the event or additional fees will be charged.
Note: This does not apply to weddings.
2. **Security** – Ensure all doors are locked. Turn off all lights. **DO NOT** adjust heating or air conditioning.
3. **Telephones** – The telephone on the lower level of Langley Hall is for local calls only. The telephones in the church offices are for church business only.
4. **Parking** – Parking is permitted in designated area(s) only.

*per use refers to one whole or part of one day.

Policies Governing for Use of Church Facilities

1. Outside groups requesting to use church facilities must complete a written application on forms furnished by the church office **at least 6 weeks** in advance, if possible. (Church office hours are 9 a.m. – 3 p.m. Monday through Friday.) The primary applicant must be at least 21 years of age. A refundable security deposit of \$250.00 is required subsequent to the application's approval and will be returned after completion of building use, pending an inspection of the items listed on the post building-use checklist by a designated church representative. In the event of cancellation, user fees will be refundable less a 10% administrative fee.
2. All groups will restrict their activity to the room(s) assigned.
3. Non-church related groups **MUST** provide their own audio-related equipment.
4. Each group will be held responsible for the care and condition of the space and equipment used.
5. **All groups will perform their own general clean up and return the furnishings to their original positions.** All program materials brought by the group will be removed from the space when the event is over. All trash must be removed from the building in bags/boxes and placed outside in the dumpster. (The dumpster is located in the back of the church along the road leading to the parking lots.)
6. All needs must be listed on the original application form. If your needs change unexpectedly, please contact the church office. We cannot guarantee that any additional requests will be honored.
7. The use of alcohol and other mood altering substances are not permitted on the church property. Smoking is **not** permitted inside any church building but is allowed **outside** the building in the designated area only. **Any residue from smoking must be removed at the conclusion of any event.**
8. Requests to decorate the space must be stated on the written application. No screws, nails or tacks may be used. Masking tape may **ONLY** be used on glass, **NEVER** on painted walls or woodwork.
9. All non-church groups using the premises must vacate the building by 10 p.m. Events that require janitorial services (receptions, weddings, etc.) will be subject to other time constraints requiring the groups to vacate the premises by 9 p.m. to allow sufficient time for the room to be cleaned and prepared for its regular Sunday, or other weekday use.
10. Any use of the church building posing a threat to the building or any person in it, or to its contents, is not permitted. The church reserves the right to require any group using the church to purchase its own event insurance for the duration of the event and provide a copy of the certificate, in a timely manner, prior to the event. In such cases, Trinity United Methodist Church must be named as the additional insured.
11. Small groups using the facilities for non-church related purposes must have a church member sponsor. In Trinity UMC affiliation section, indicate that this person must be present for set-up through clean-up and is responsible for making sure the space use requirements in this agreement are met and the space is secure when they leave.