

CONTINUING RESOLUTION

CR12.05.A22. USE OF CHURCH FACILITIES

WHEREAS, a visible example of our Christian faith and witness to our community includes sharing and ministering to those in need;

THEREFORE, BE IT RESOLVED that Trinity Evangelical Lutheran Church, Latrobe, PA (hereafter church) allow our members and outside organizations the use of our church property and facilities. The use of church property and facilities is governed by the Congregation Council (C12.05.) which sets forth the following policies and guidelines:

1. The church facilities are to be used in accordance with Trinity's mission to the community for worship, Christian education, and social, witness, support, and service activities. The facilities may also be used by non-profit and civic organizations not directly sponsored by Trinity whose programs and mission are not in conflict with the Christian faith. Members of Trinity may also request building use for personal parties, subject to usage guidelines and rules. Specifically excluded will be organizations or persons conducting programs or events for profit or whose activities are not considered appropriate for church facilities.
2. Premises may be used for meetings and activities not directly related to the church as space permits if:
 - a. The sponsor is a non-profit organization, which has liability coverage.
 - b. The use is not for the purpose of fund-raising.
 - c. One of the church's sextons or an authorized person who serves as a building attendant is on duty in the building.
3. Every effort should be made to schedule the use of church facilities when a sexton is regularly scheduled to be present. Sextons are normally on the premises during the hours of:
 - Monday: 7:00 a.m. to 3:30 p.m.
 - Tuesday through Thursday: 7:00 a.m. to 3:30 p.m.; and 5:00 p.m. to 9:30 p.m.
 - Friday: 7:00 a.m. to 3:30 p.m.
 - Saturday: 8:00 a.m. to 1:00 p.m.; and 5:00 p.m. to 7:30 p.m.
 - Sunday: 7:00 a.m. to 1:00 p.m.If an activity must be scheduled when a sexton is not present, responsibility will be assigned to an authorized person who can serve as a building attendant.
4. An authorized person is one who has been oriented to the duties of a building attendant. The authorized person must be a paid attendant (#5 below), church staff member, or a church leader so designated and approved by the Property Committee of the Congregation Council.
5. If a sponsoring agency or an individual wishes to use the church's facilities outside the sexton work hours listed above, they must agree to pay a building attendant to be present at the hourly rate listed in the Congregation Council most recently approved Guidelines and Rules for Use of Church Facilities (attached hereto and considered an integral part of this continuing resolution). When building use exceeds an even hour or half hour, time will be rounded to the next half-hour for determining payment to the building attendant. The building attendant is to be paid directly by the group or individual using the church facilities on the same day of building usage. Final permission for use of the church's facilities outside the hours listed above depends on the availability of a building attendant during the time requested.
6. During periods when air conditioning is presumed required by a sponsoring agency or an individual, a donation to the church at the hourly rate listed in the Congregation Council most recently approved Guidelines and Rules for Use of Church Facilities will be requested.
7. Guidelines and rules for use of church facilities and Facility Use Request form are to be maintained and revised as necessary by the Property Committee (B12.15.02.f.) with the approval of the Congregation Council.