

**BUILDING USE REQUEST FORM\*\***  
**Trinity Lutheran Church, Hillsdale, Michigan**

Name of Group/Organization: \_\_\_\_\_

Function of Organization: \_\_\_\_\_  Profit  Non-Profit

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Activity: \_\_\_\_\_ Total Hours Needed: \_\_\_\_\_

Nature of Event: \_\_\_\_\_ Approximate # of people expected: \_\_\_\_\_

Will you be charging participants a fee for this event?  Yes  No

Space Requested:  Trinity Lutheran Church  Sanctuary  Nursery  Conference Room

Luther Hall  Fellowship Hall  Kitchen\*  Downstairs Fireplace Room  Library

\*kitchen is not available for use by non-members/ organizations not connected with Trinity Lutheran Church)

Will this be a regular event (weekly, monthly, etc.)?  Yes  No

If so, how often? \_\_\_\_\_

When do you anticipate you will no longer require the space? \_\_\_\_\_

Date Submitted: \_\_\_\_\_

(must be at least 2 weeks prior to the event)

\*\*Building use is contingent upon prior approval by the pastor and/or church council, and upon review and signing of the building use guidelines by the requesting person(s).

Return to Trinity Lutheran Church, 69 Griswold Street, Hillsdale, MI 49242, 517-437-2647

Email: [tlchillsdale@yahoo.com](mailto:tlchillsdale@yahoo.com) or Fax 517-437-0231

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Approved:  Pastor (one-time use)  Church Council (standing arrangement) Date: \_\_\_\_\_

Fee applicable:  Yes  No Fee Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Deposit Applicable:  Yes  No Deposit Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Custodian Required:  Yes  No Amount Charged: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Building Use Policy Reviewed and Signed:  Yes  No

Pastor or Council President Signature: \_\_\_\_\_

**BUILDING USE POLICY**  
**Trinity Lutheran Church, Hillsdale, Michigan**

1. **All requests for space must go through the office of Trinity Lutheran Church.**  
 Requests will be handled in order of priority, giving first preference to members and affiliates of the church, second preference to other ministries and community groups, third to requests for private use, and fourth to businesses and/or non-profit organizations who charge fees for their services. **Any scheduled use may be pre-empted for a funeral gathering that comes up.**
2. A Building Use Request Form must be completed, signed, and on file for each use of space or standing arrangement. These forms are available at the church office.
3. All “standing arrangements” must be approved by a majority vote of the church council at a regularly scheduled meeting. (An example would be a monthly meeting of a local organization.)
4. Smoking is prohibited in the buildings. Guns and other weapons are prohibited on church property. Alcohol is prohibited anywhere on church property, except for the use of wine in Holy Communion.
5. Property of Trinity Lutheran Church shall not be removed from the facility at any time. Groups shall not use, remove, or disturb any supplies, bulletin boards, or other items in the building. Some items may be moved or placed out of sight with advance approval and must be returned to their original location at completion of use.
6. A damage deposit may be requested for non-members and non-affiliates.
7. All set-up, tear-down, and reset of rooms is the responsibility of those using the space. Clean-up of the facility is also the responsibility of the user. This includes sweeping and, if necessary, mopping floors, and disinfecting sinks, counters and tabletops.  
 Will do our own clean-up (if not completed as indicated may be billed \$20.00/hour for custodian)  
 Please have your custodian do clean-up & we will pay \$20.00/hour.
8. Garbage removal is the responsibility of those using the space and is to be placed in the dumpster on the premises.
9. If kitchen use is requested, you must bring in and remove your own food, condiments and beverages, as well as your own tablecloths, napkins and other paper products.
10. Trinity Lutheran Church neither assumes nor accepts responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups of individuals while using the facility, or use of ladders, etc.
11. Trinity Lutheran Church is not responsible for damage or theft of personal items.
12. **Fees:**

Members/affiliates of Trinity Lutheran Church	NONE
Other ministries/community groups/non-profit groups	NONE
Private individuals	\$125.00
Charging non-profit groups (example: JC)	\$125.00
Businesses (for profit) up to 4 hrs =\$125, 4+hrs=\$250	\$125.00-\$250.00
Weddings	see “Wedding Planning Guide”

**I have read the building use policy of Trinity Lutheran Church, and agree to abide by it. I agree that if I violate this policy, I may forfeit any damage deposit or may be charged for subsequent custodial services.**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Organization:** \_\_\_\_\_