



Holy Trinity Lutheran Church
 517 SW Des Moines Street, Ankeny, IA 50023
 FACILITY RESERVATION FORM

For Office Use Only	
Date Received:	_____
Approved:	_____
Room assigned:	_____
Notified:	_____

Event: _____

Date(s) Requested: _____
 (please review attached calendar for black out dates and list all dates requested.)

Time of Event: start _____ end _____ Time Needed for set-up: _____ Tear Down _____

Room Preference: _____ Number of People Attending: _____

Special Set-up and/or Equipment Requests: _____
 (please attach a separate sheet if there is a special set-up that is needed)

Contact Name: _____ Preferred Phone: _____

Address: _____
Street City State Zip Code

Preferred Email: _____

Sponsoring Group: _____

This completed form is required to reserve your date. Non-Profit organizations are not charged a fee. See the Building Use Policy for appropriate fees. **Groups that are charged a fee should pay the reservation fee when this form is returned to reserve your date.**

- All community groups are required to sign the enclosed "Church Usage and Hold Harmless Agreement" or provide a copy of their Certificate of Insurance (such as Scouts) listing Holy Trinity as additional insured. If your organization has provided proof of insurance, each individual troop/den does not need to supply a separate one.
- All community groups are required to *bring their own supplies*, such as coffee, disposable cups, plates, napkins, etc.
- All set up, clean-up and removal of items need to be completed during approved times.
- The group's representative (the undersigned) will be responsible for the group's compliance with all Holy Trinity rules and regulations - see the enclosed Building Use Policy.
- No alcoholic liquors or beverages, or drugs are to be brought to or consumed in the building or on the grounds. Smoking is prohibited on church property.
- All activities must be appropriate for the facility's intended use.
- The undersigned is responsible to find out whether a key will be needed by the group. If required, an appointment must be made to pick up a key at the church office. **The key must be returned** on the first business day after the event OR at the end of the program year.

Holy Trinity Lutheran Church reserves the right to decline acceptance of this application based on the nature of the event and to make inspections at any time.

"My signature below indicates I have received the BUILDING USE POLICY and agree to read its contents and abide by the policies and procedures. I also understand I am responsible for any/all damages to the building, property and/or equipment while said premises are occupied by me and/or my guests. In addition, I agree to indemnify and hold harmless Holy Trinity Lutheran Church, the pastors and church personnel from all liability to me or my guests as a result of my conduct or the conduct of my guests."

Signature: _____ Date: _____
 (typed signature is allowed)

Holy Trinity | 2023-2024 CALENDAR

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23 Ankeny School Starts

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6		8	9	10
11	12	13		15	16	17
25	26	27		29		

14 Ash Wednesday
18-25 Family Promise
19 Presidents' Day

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3		5		7	8	9
10	11	12		14	15	16
17	18	19		21	22	23
24	25	26		28	29	30

4 Labor Day

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5		7	8	9
17	18	19		21	22	23

10-16 Ankeny Spring Break
24-30 Holy Week
28 Maundy Thursday
29 Good Friday
31 Easter Sunday

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3		5	6	7
8	9	10		12	13	14
22	23	24		26	27	28
29	30	31				

9 Columbus Day
15-21 Family Promise

APRIL '24						
S	M	T	W	Th	F	S
		2		4	5	6
7	8	9		11	12	13
14	15	16		18	19	20
21	22	23		25	26	27
28	29	30				

1 Easter Monday

NOVEMBER '23						
S	M	T	W	Th	F	S
				2	3	4
5	6	7		9	10	11
12	13	14		16	17	18
19	20	21				25
26	27	28		30		

23 Thanksgiving Day

MAY '24						
S	M	T	W	Th	F	S
				2	3	4
5	6	7		9	10	11
12	13	14		16	17	18
19	20	21	22	23	24	25
26		28	29	30	31	

12 Mother's Day
24 Ankeny Last Day School
27 Memorial's Day

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5		7	8	9
10	11	12		14	15	16

24 Christmas Eve
25 Christmas Day
26-31 Christmas Break

JUNE '24						
S	M	T	W	Th	F	S
						1
9	10	11	12	13	14	15
16	17	18	19	20	21	22
30						

2-8 Family Promise
16 Father's Day
23-29 VBS

JANUARY '24						
S	M	T	W	Th	F	S
		2		4	5	6
7	8	9		11	12	13
14	15	16		18	19	20
21	22	23		25	26	27
28	29	30				

1 New Year's Day
3 School Resumes
15 M.L. King Day

JULY '24						
S	M	T	W	Th	F	S
1	2	3		5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Independence Day

CHURCH USAGE AND HOLD HARMLESS AGREEMENT

I/We the undersigned authorized representative(s) of (Name of Organization) _____
of the city of _____, state of _____ shall be using the building and grounds of **Holy Trinity
Lutheran Church** from August 1, 2023 through July 31, 2024, for the purpose of: _____

herein referred to as "the activity".

I/We understand and agree that neither **Holy Trinity Lutheran Church**, nor its trustees, representatives, employees, or agents, may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/we hereby assume all risk in connection with participation in the activity. I / We further release **Holy Trinity Lutheran Church**, its trustees, employees, agents, or representatives for any damages which may occur while participating in the activity. I / We further agree to save and hold harmless **Holy Trinity Lutheran Church**, its trustees, employees, agents, or representatives from any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the activity. I / We also authorize **Holy Trinity Lutheran Church**, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the activity.

I / We further state that I / we are authorized to sign this agreement; that I / we understand the terms herein are contractual and not mere recital; and that I / we have signed this document of my/our own free act and volition. I / We further state and acknowledge that I / we have fully informed ourselves of the content of this affirmation and release by reading it before I / we signed it.

I / We have executed this affirmation and release on the ____ day of _____, 20____.

Signature: _____

Signature: _____

Revised: 7/18/2023

P03.2016.03 Building Use Policy

- a) **The building and facilities of Holy Trinity Lutheran Church exist to serve our Lord, Jesus Christ, and support our mission, which is to “share God’s love.” All activities that take place in the building are to, in some way, express this mission and our commitment to our core values (authentic worship, intentional compassion, extravagant generosity, spiritual transformation, radical hospitality, and fearless witness) and beliefs. No activities that contradict our mission, vision, core values, and beliefs are allowed to take place in the building.**
- b) **Our congregation provides meeting space within our building for use by our community because we value *Radical Hospitality*. This value means we go the extra mile to welcome and include all people into our life as a congregation and as individuals. Groups that use this facility are expected to practice hospitality by opening membership in your group to all people, regardless of race, gender, sexual orientation, or other limiting labels. The congregation will allow groups who serve a specific group to meet (Boy Scouts, Girl Scouts, a particular denomination, or faith tradition) but always reserves the right to say “no” to groups that do not reflect hospitality to others.**
- c) ***Fearless Witness* means we are committed to making decisions and acting boldly in faith in ways that demonstrate our trust in God and each other. As part of this witness, Holy Trinity Lutheran Church exists as an inclusive fellowship of believers and a member of the Evangelical Lutheran Church in America. We stand boldly by our faith commitments, and tradition and expect that people and groups who use our building will not act in ways that contradict the faith to which we witness. The congregation reserves the right to say “no” to groups or events that would, in the view of the pastors and/or leadership promote a view of the Christian faith that is contrary to our own. Our confession of faith as stated in our constitution is included at the end of this policy for review.**
- d) **As responsible stewards of people and our facilities, we must ensure that all that takes place on our grounds and in our building is safe and orderly. Every person and each group using Holy Trinity’s (HTLC) building shall be responsible for the care of the space they use and for the behavior of their participants.**
- e) **Our goal is to provide a welcoming, clean, and safe place for parishioners and community members to meet. The custodian and staff work hard to meet this goal, but sometimes rooms are used for more than one activity in a 24-hour period, which means we need the help and cooperation of the groups using the facility to meet these goals. Therefore, the following general rules have been established for the use of HTLC:**

P03.01 Use of the building:

- a) There is no smoking permitted anywhere on HTLC property including the parking lots.

- b) Alcoholic beverages are not permitted.
- c) Beverages that contain red food dye or other ingredients that can leave permanent stains are not permitted.
- d) Food and drink are to be contained in the rooms that have been reserved only.
- e) Trash is to be removed to the dumpster (located on the south side of the building in the enclosure) and the bag replaced in the trash cans that have been used. (Replacement bags are in the bottom of the receptacle)
- f) Personal items are not to be stored at HTLC without permission. Items left at the church for longer than two weeks will be thrown away or donated to a charity. HTLC bears no responsibility for items left behind in any space.
- g) Chairs and tables are to be carried, not dragged. Deep scratches in the finish are the result of careless room re-arrangement. *Significant floor damage will result in an additional charge.* The custodian is available to set up a room with two weeks prior notice.
- h) Blue painters' tape is the only approved media to be used to attach items to the wall or floor. Community organizations and individuals must remove all items posted after each event.
- i) Bulletin Boards are for use by HTLC programs only. All items need to be approved by the church office prior to posting.
- j) Restrooms on the upper & lower levels need to be clean, and tidy before you leave. Remember to turn off the light. If you empty paint, clean out brushes, or any other messy activity, be sure to run sufficient water to clear the drain, wipe out the sink, and clean up any spills before you leave.
- k) Turn out all lights except the lights by the elevator on the main floor (marked).
- l) Lock the facility when you leave. Training is available for locking up. Each group using the facility will be assigned a key that will open the building and the restrooms.
- m) Keys are available for community organizations that have scheduled meetings on the church calendar. There is a refundable key deposit that needs to be made at the time of request. Keys are not to be passed between leaders. At the end of your scheduled time, keys need to be returned to the office and your deposit will be returned.
- n) The requestor is responsible for the behavior of the group. *Damage to the facility or its furnishings, removal of items, furnishings, equipment, etc. belonging to the church will result in an additional charge. The church reserves the right to notify authorities about any suspected vandalism or theft.* Participants must stay in the space reserved to ensure that other people and programs are not disturbed and that other areas that may be set for future activities are not disturbed.

P03.01.A To reserve a room:

- 1) *A facility use form, complete with the room set-up, needed equipment list, and a certificate of insurance listing HTLC as an additional insured (i.e. proof that your organization has liability insurance) or a hold harmless agreement (attached) will be turned in to the church office at least two weeks prior to the event. A phone*

request will temporarily hold the date; however, if the paperwork is not received another event may be booked in that time slot.

- 2) Groups that use the facility for ongoing meetings (such as the 3rd Tuesday of each month) need only fill out one Facility Use request form – noting each date a room will be needed.
- 3) Special events requiring different room(s) and/or set-ups should have a separate form completed for each event. Each group that meets needs to fill out these forms. All meetings must be on the church schedule for your safety as well as ours.

P03.02 - Usage Fees

- a) Members of the congregation who are active as defined by the governing documents may use space at a reduced rate. Because the costs of lights, utilities, cleaning, and set-up are incurred as the building is used, members participate in the care and maintenance of the space.
- b) Members who are active may use the following spaces:
 - 1) Classroom - \$50
 - 2) Upper or Lower Quad - \$75
 - 3) Multi-purpose room - \$75
 - 4) Café Koinonia - \$75
 - 5) Fellowship Hall - \$75
 - 6) Fellowship Hall & Kitchen - \$125
 - 7) Fellowship Hall, Kitchen & Café Koinonia - \$200
- c) Non-Member may use the following spaces:
 - 1) Classroom - \$75
 - 2) Upper or lower quad - \$100 + \$25 custodial fee per 25 attendees
 - 3) Multi-purpose room - \$100 + \$25 custodial fee per 25 attendees
 - 4) Café Koinonia - \$125 + \$50 custodial fee per 100 attendees
 - 5) Fellowship Hall - \$125 + \$50 custodial fee per 100 attendees
 - 6) Fellowship Hall & Kitchen - \$225 + \$50 custodial fee per 100 attendees
 - 7) Fellowship Hall, Kitchen, & Café Koinonia - \$350 + \$50 custodial fee per 100 attendees
- d) Refundable Key Deposit - \$50
- e) Non-profit organizations with programming that is consistent with the congregation's confession of faith, core values and beliefs may use available space at no charge provided all other policies are followed.
- f) Use of Sanctuary must be approved by a pastor. Please allow 1 month for approval. No requests will be granted that interfere with the congregation's worship life or the preparations for worship.
- g) Sanctuary Sound System \$75 - we will provide an operator for the sound system if this is needed for your use of the sanctuary. Please contact the church at least 2 weeks prior to your event. The sound system is not available without a trained PA Tech on site.

- h) Screens, projectors and computer equipment are available only for the use of programs of the congregation. Outside individuals and organizations must provide their own equipment. In order to develop a personal connection between Holy Trinity and community groups using the building, a staff member or a ministry team will meet you, show you your room assignment and review the expectations at your first or second meeting of the year. We will also inspect the room after use and contact you if there are any problems or questions. If there are questions regarding this policy, please call the church office – 515-964-4348.

Holy Trinity Lutheran Church
Building Use Verification

I acknowledge that I have received a copy of the Building Use Policy and agree to read its contents and abide by the policies and procedures of Holy Trinity Lutheran Church. I understand the expectations, limitations, and procedures outlined in this document. Consistent failure to abide by this policy will result in termination of use of Holy Trinity Lutheran Church.

Signature _____
Typed "signature" is allowed.

Date _____