

Building Use Reservation Form

____ Member _____ Non-Member, TUMC Member Sponsor: _____

Event Name: _____ Date of Event: _____

Start Time of Event: _____ End Time of Event: _____ Setup Start Time: _____ Clean Up End Time: _____

Organization Name: _____

Contact Person: _____ Phone: _____ E-mail: _____

Address: _____

Facilities / Fees:

____ Fellowship Hall, Kitchen, & Welcome Center \$400

____ Fellowship Hall & Kitchen \$300 (Seating capacity 260, with tables 125)

____ Welcome Center \$150 (Seating capacity 135, with tables 63)

____ Classroom(s) (# needed ____) \$100 each (Seating capacity varies with room size)

____ Trinity Life Center (TLC) – Susan’s Cottage & Gym \$500 (Seating capacity varies by use)

____ Trinity Life Center (TLC) – Susan’s Cottage only \$300 (Seating capacity 40)

Total fee due : \$ _____

Deposit paid with reservation (minimum 50%): \$ _____ Balance to be paid within 7 days prior to event: \$ _____

Reservation cancellations prior to event date will be refunded to the contact person within 14 days. Cancellations made less than 2 weeks before the event will result in the forfeiture of the 50% deposit.

Please read and sign:

I, the undersigned, as the person responsible for the group named above, have read and agree to the policies and procedures pertaining to the use of the requested facilities. I also fully release and discharge Trinity United Methodist Church of New Bern, North Carolina, from all liability of any kind and character, upon claim, demand, or cause of action which might be asserted on behalf of the above persons/group against Trinity United Methodist Church, New Bern, North Carolina.

Signature of Contact Person / Responsible for Group

Date

Signature of Church Sponsor (if non-member)

Date

Approved by: _____

Date

Amount Collected: _____ Date Received: _____

Received By: _____

Trinity United Methodist Church

BUILDING USE POLICY



Open Hearts.
Open Minds.
Open Doors.

**The people
of The United
Methodist
Church®**

Trinity United Methodist Church has been blessed with a beautiful campus and building facilities. In order to be good stewards of our assets and to be welcoming, inviting, and equitable to our members and community organizations, this building use policy has been developed.

Scheduling/Reservations

Church facilities are available to members* and community members and groups for approved uses that do not include politically partisan or business purposes.

The Administrative Assistant is able to schedule events. All events are subject to the approval of the pastor and chair of the Trustees. Events may only be scheduled no more than 6 months in advance.

Reservation forms must be completed along with required fees (if applicable). Non-member users require a church member as sponsor. Fees are optional for active church members*, and may be waived by the Trustees for events aligning with Trinity's mission.

Keys may be given to the responsible person within 48 hours of scheduled building use. Return keys to church office within 48 hours of reservation conclusion. A lost key will incur replacement charges.

**Members are defined as individuals who desire to live as disciples of Jesus Christ and are actively involved in the life of the church through their prayers, presence, gifts, service, and witness.*

Conditions of Use and Care of Facility

1. Any use of the facilities must be consistent with Christian teachings and values, including [the Social Principles](#) of The United Methodist Church.
2. The Sanctuary is reserved for Christian worship and religious events. No food or drink is allowed in the space.
3. No doors may be blocked. All exit signs must remain clearly visible. Posted room occupancy numbers must be obeyed.
4. No alcoholic beverages or illegal drugs are allowed on church grounds. Use of the same is equally prohibited.
5. No use of tobacco products of any kind are allowed in church buildings. Vaping (or use of similar products) is equally prohibited.
6. No alterations of church property is allowed. If portable furniture items are moved, they should be returned to their original position. Use extreme care if any item is moved to prevent individual injury or property damage.
7. Nothing may be attached to walls except when using Command®-like strips, which leave no residue. No nails, holes, etc. are permitted.
8. Individuals and/or groups will be held responsible for the cost of repair or replacement of any damage they cause.
9. Children and youth are not to be left without adult supervision. Childcare is not available through the church and may not be contracted.

10. The griddle and deep fryers may not be used without Trustee approval.

When your event is over...

11. Return any space used in clean condition. If not, excess cleaning fees will be assessed.
12. Ensure that all lights are turned off. Turn thermostats to 60° when heat is on and 80° when air conditioning is on.
13. Ensure that all doors and windows are closed and locked.
14. If the kitchen is used, ensure that stove top burners and ovens are completely turned off. Follow posted cleaning instructions.



**Trinity United
Methodist Church**
New Bern, North Carolina

2311 Elizabeth Ave. | PO Box 12867 | 28561-2867
252.637.2660 | tumc09@gmail.com
TrinityNewBern.com