



## BUILDING USE POLICY

**Adopted by the Board of Trustees on:** January 6, 2024

300 San Fernando Street • San Antonio, TX 78207  
Church Office: 210.227.5046 • [email@latrinidad.com](mailto:email@latrinidad.com)

Serving San Antonio since 1876, La Trinidad United Methodist Church (LTUMC) is an Open and Affirming congregation, welcoming to all, whoever you are and wherever you are on your spiritual journey. We welcome all people to enter in the full life and ministry of our church family. La Trinidad is home to a growing, diverse, multi-generational, mission-driven, bilingual congregation of believers. If you're seeking a caring community of people with a heart for serving others, you will find a warm welcome and many new friends at La Trinidad!

This Building Use Policy has been developed in our effort to further our church's mission by making our church facility available for uses that are in keeping with the Church's Vision: *"strengthening families and raising up world changing Christian disciples."*

1. The attached Building Request Form has been developed to collect basic information from individuals and groups who desire to use the church facility for an activity or event. Approval of a particular request is at the Church's discretion, whether made verbally or using the form.
2. Use of the church must be in keeping with the Church's mission/vision, not be disruptive to the church or neighboring community, and not pose an undue risk or incur additional liability for the Church. With a few exceptions, there is generally no fee to use the church facility, though donations to the Church are gratefully accepted to help offset utility and maintenance costs.
3. The church gym, classrooms, and kitchen may be used by church and community members for recurring and nonrecurring activities that promote spiritual, physical, or intellectual well-being. A signed Building Use Agreement and fees may be required. Kitchen Policies and Procedures Guide apply.
4. The church facility may be used by church and community members for non-recurring events such as funerals, memorial services, weddings, and family gatherings such as birthday parties and baby showers. A signed Building Use Agreement and fees may be required. Kitchen Policies and Procedures Guide apply.
5. The church facility may be used for a wedding of individuals who live outside of the community and/or who are not directly connected to the congregation. A signed Building Use Agreement and building use fees may be required.
6. The Church's Pastor will ordinarily officiate at weddings, funerals, and memorial services held inside the church. Other officiants, however, may be used in consultation with, and with the approval of the Pastor(s).

7. The Church Organist/Pianist may be called upon to play the organ or piano for weddings and funerals held inside the Church. Other organists or pianists may be used in consultation with, and with the approval of the Pastor. The church organ may not be used without prior approval by the Pastor(s). Fees may be required.
8. Use of the sanctuary must respect its sanctity, decorum, and purpose as a place of divine worship, enrichment, and peaceful public gathering. Furniture, accessories, and instruments in the sanctuary may not be moved, removed, or altered without the express approval of the Church or its authorized representative. A signed Building Use Agreement may be required.
9. The church gym, kitchen, and/or classrooms may be used by community groups for nonrecurring fundraising events for worthy causes. A signed Building Use Agreement and fees may be required. Kitchen Policies and Procedures Guide apply. A certificate of liability insurance naming the church as an additional insured and fees may be required.
10. The church facility may be used for activities and events sponsored by local schools and nonprofits who provide community benefits. A signed Building Use Agreement is required. A certificate of liability insurance naming the church as an additional insured and fees may be required.
11. Events and activities involving supervision and care of children and/or vulnerable populations shall demonstrate compliance with the Safe Gatherings Policy of La Trinidad UMC.
12. With the approval of the Board of Trustees, the church facility may be used as an emergency shelter in the event of a natural or manmade disaster.
13. The church facility may be used for non-partisan civic, educational, and healthcare purposes, and leased for such purposes with the approval of the Board of Trustees.
14. The church facility may not be used for activities or events put on by individuals, groups, or businesses acting in a for-profit capacity.
15. The church facility may not be used by partisan political organizations.
16. In the event of schedule conflicts that cannot be resolved, activities and events may be required to yield to funerals, weddings, church meetings, and/or unforeseen circumstances.
17. Tobacco, alcoholic beverages, and recreational drugs may not be consumed on church grounds. Food and beverages may not be consumed inside the church sanctuary or chapel.
18. The Church reserves the right to monitor activities and events taking place at the Church including recorded video surveillance.
19. To facilitate an expedient response to the requested use, the Board of Trustees authorizes the Pastor(s) and Church Secretary/Treasurer to apply this policy, while recognizing that in some cases they may wish to defer to the Trustees and/or Church Council. If so, the church staff shall use its discretion in applying these policies, establishing reasonable restrictions and requirements (including, where appropriate, that a member of the staff or other member of the church be present to open and close the building), and establishing appropriate fees where applicable.



**Please fill out the Building Use Request Form  
and return to La Trinidad United Methodist Church**

**BUILDING REQUEST FORM**

**Please fill out all information below and return to:** 300 San Fernando Street • San Antonio, TX 78207

**Name of person filling out this form:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of Function:** (use additional sheet if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date(s) of Function:** \_\_\_\_\_

**Number of Adults Expected to Attend:** \_\_\_\_\_

**Number of Children/Youths Expected to Attend:** \_\_\_\_\_

**Range of Ages of Children/Youths Expected to Attend:** \_\_\_\_\_

**Time of Function:** \_\_\_\_\_

**Time you will first need access to building:** \_\_\_\_\_

**Time you anticipate leaving (after clean-up) :** \_\_\_\_\_

**One time use or recurring event?** (please check)    One Time        Recurring   

**Family, Group, or Organization** (print name) : \_\_\_\_\_

**What room(s) would you like to use?** \_\_\_\_\_

**Organization or Group :** \_\_\_\_\_

**Contact Person Name :** \_\_\_\_\_

**Phone Number :** \_\_\_\_\_

**Email :** \_\_\_\_\_

**Complete Address :** \_\_\_\_\_

**Does your organization or group carry liability insurance? :** \_\_\_\_\_

**If using the kitchen, menu must be provided via email to the church office within 2 weeks of use.**



## **BUILDING USE AGREEMENT FORM**

### **BUILDING USE AGREEMENT FOR WEDDINGS**

Our church is available for weddings subject to scheduling. There may be a building use fee for a wedding service involving church and/or community members. A couple or family may wish to donate to the Church. Weddings of individuals from outside of the community are subject to Church approval and a fee. A signed Building Use Agreement is required for weddings.

### **BUILDING USE AGREEMENT FOR ACTIVITIES AND EVENTS**

The approved activity, event, seminar, workshop, meeting, concert, etc. must be in keeping with the mission/vision of La Trinidad United Methodist Church, be appropriate to our building, respect and maintain the sanctity of our sanctuary, and not be intrusive upon the neighborhood. The Church reserves the right to monitor activities and events at its discretion. Kitchen Policies and Procedures Guide apply.

### **RESPONSIBILITY OF THE LA TRINIDAD UNITED METHODIST CHURCH**

1. In the event of an emergency, please contact the Office Staff/Trustee whose name, phone, and/or email was supplied to you by the Church Office at the time your use of the building was approved.
2. You are responsible for following the attached kitchen rules and removing your items from the refrigerator at the end of your function.
3. The Church is not responsible for cleaning the church steps or entryway.
4. The Church is not responsible for any loss of property belonging to individuals, groups, or organizations using the church or for any injuries that occur on church property.

### **RESPONSIBILITY OF USER**

1. After your use has been approved, please call the Church office 210.227.0546 to obtain the information you will need to confirm arrangements.
2. Arrange the tables and chairs according to your needs; return furniture to original positions at the end of the function. Chairs and tables **may not** be brought outside the building.
3. Bring all paper products and supplies for serving food and beverages. Remove all leftover food and beverages. Consumption of alcoholic beverages **is not** permitted in the building or on church grounds.
4. Smoking **is not** permitted in buildings or on the church grounds.
5. Open flames, including lit candles and sterno type flames, **are not** permitted in the building or on church grounds except for altar candles and wedding candelabras (which must be approved by the Pastor(s)). All candelabras must have a plastic floor covering to protect the floors from wax drips.
6. Clear all advertisements with the Church office. All public advertisements (including signs) should state the organization's sponsorship, mentioning La Trinidad United Methodist Church only as a location.
7. Secure the building after use. Check all windows and outside doors and make sure they are closed and turn off all lights.
8. Contact the La Trinidad United Methodist Church in case of damage to the facilities or equipment. Do not attempt repair or replacement.
9. Building users who need sound or audiovisual equipment will have to rent or provide their own.

10. Building users are welcome to use decorations, but they must be completely removed without any marks left. NO nails or tape of any kind may be used and/or be hammered into the walls.

11. Clean up all areas you use and leave in a “broom clean” condition. Clean up includes:

- Following attached kitchen rules including sweeping and general tidying and removal of everything you, or your guests, brought with you.
- Washing tables, counters, dishes, etc.
- Putting chairs and tables back where they are stored
- Making sure you put recyclables (bottles, cans, plastic, tin, paper, cardboard) in appropriate containers in the kitchen, but not in the trash.
- If your trash fills up a bin, please dispose of it by taking it with you when you are finished. Replacement trash bags can be found under the sink in the kitchen.
- Make sure your group has not significantly dirtied the bathroom. If the bathroom so requires, please clean appropriately.
- Shut off all lights before leaving the building and return the thermostat to 78 degrees on COOL if outside temperature is above 55°F and 66 degrees on HEAT if outside temperature is below 55°F.

**DISCLAIMER AND LIMITATION OF REMEDY:** In the unlikely event that the La Trinidad United Methodist Church’s facilities are needed for a funeral or memorial service which coincides with another planned use for the facilities, such funeral or memorial service will preempt other planned activities at the Church. The La Trinidad United Methodist Church’s sole obligation under this agreement is the refund of the fee paid (if any) for the use of the facilities. The La Trinidad United Methodist Church shall in no way be held responsible for incidental or consequential losses in any way connected with the loss of use of its facilities. This agreement should in no way whatsoever be taken or construed as a guarantee, warranty, or any other type of coverage.

I/we have read the terms and conditions in the Building Use Agreement and agree to abide by them.

Signature of Authorized Person for Group or Organization:

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Person for La Trinidad United Methodist Church:

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_