

GENERAL INSTRUCTIONS FOR REQUESTS BY NON-MEMBERS

Complete PART I and return to Trinity Lutheran Church, 6600 Laurel Bowie Road, Bowie, MD 20715. Please mark the envelope ATTN: Church Secretary. DO NOT INCLUDE ANY MONEY AT THIS TIME. In filling our PART I, be as specific as possible, including all special setup or services needed. If for a wedding, use one line for the wedding, and use another line for the rehearsal. Please indicate the total amount of time that the facilities will be in use. (For example, for a 6PM wedding, you might want use of the building from 5PM to 8PM). Please indicate the actual date and time of the event on the last line.

When your application has been received, the Church Secretary will either forward it to the Pastor (for a wedding request) or to the Chairman, Board of Properties. For all wedding requests, the Pastor will contact you to set up a meeting time whereby you can discuss whether or not your wedding will be held at Trinity. If approved, the Chairman, Board of Properties, will send you a letter of approval, listing your responsibilities for the use of the building, and the dates when the donations are due.

GENERAL RESPONSIBILITIES: WEDDINGS – You will be provided with a custodian who will open and close the church for both the wedding and the rehearsal, provide any facility related setups that you require, and insure the sanctuary and hallways are clean prior to and after the wedding. We require that you **DO NOT** throw rice or anything else after the ceremony. Heating and air-conditioning controls are preset. Adjustments, if necessary, will be made by the custodian.

GENERAL RESPONSIBILITIES: OTHER EVENTS – You will be provided a key to the front door. It is your responsibility to insure that the building is opened at the proper time, and that the building is secure when you leave. This includes turning off all lights and closing all windows. You will also be responsible for proper cleanliness of the rooms you have used. Trash generated will be placed in the dumpster behind the church. Table and chairs may be arranged to suit your needs. If you use church table linens or kitchen towels, they must be laundered and returned *within 48 hours* of the event. The key should be returned to the church office within one week of the last usage.

MUSIC/ORGANIST – All music for services and programs must be coordinated with Trinity's Director of Music. The Organist fee is separate from those fees mentioned below and should be negotiated directly with the Organist assigned to you. Singers, instrumentalists, etc., may cost extra. All music fees should be paid directly to the Organist on or before the day of the event.

DONATION SCHEDULE (NON-MEMBERS and FOR-PROFIT ORGANIZATIONS)

Weddings

Sanctuary	\$500.00	Kitchen	\$100.00 First Hour \$50.00/hr thereafter **Must have approved kitchen manager
Custodial	\$ 75.00		

Fellowship Hall

Athletic Events	\$60.00/hr	
Supervisor	\$20.00/hr	
Custodial	\$60.00	
Receptions		
Facility	\$250.00	1- 50 persons
	\$350.00	51-100 persons
	\$450.00	101-150 persons
	\$550.00	150 + persons
Custodial	\$ 60.00	

Craft Shows/ Class/Seminars/recital

Facility	\$30.00/hr
Custodial	\$80.00
Supervisor	\$20.00/hr

The security deposit is due at the time of usage approval. All other donations are due one month prior to the date of use. Separate checks should be made payable to "Trinity Lutheran Church". The custodial fee should be paid on or before the wedding rehearsal date directly to the person assigned to you. The facilities will be inspected immediately after your usage, and if no damage or theft is found, the security deposit will be returned to you approximately one week after the date of use.