

**TRINITY EPISCOPAL CHURCH**  
**OSHKOSH, WISCONSIN**  
**Policy & Procedure**

*Adopted: 199?*

**To be Reviewed Annually by the Vestry**

**Update: 5-08**

**Policy Title: Scheduling and Use of Trinity Facilities**

**Applies to: All Trinity Members      Rector      Wardens      Vestry**

**POLICY:** Trinity Episcopal Church facilities are to be scheduled and may be made available to anyone deemed responsible by the Rector in consultation with the Wardens, in a manner that is consistent with the Canons of the Episcopal Church. All requests for space allocation will be made through the Rector. GUIDELINES for Facility Use will be followed.

*REFERENCE: Canon: "the Rector shall, at all times, be entitled to the use and control of the Church and Parish buildings and their contents."*

**Schedule of Events requiring Facilities:**

1. The Office Manager will maintain and manage the Master Calendar of all regularly scheduled meetings and events occurring at Trinity. The Master Calendar is posted in the Church Office.
2. The Office Manager is to be notified of all scheduled meetings and events and of changes to regularly scheduled meetings.
3. Parish groups are to check the Master Calendar prior to scheduling any event in an effort to avoid conflicts of time or space.
4. The Office Manager will record all additional approved "use of facilities" on the Master Calendar, and shall include name of the group/organization, name and contact information of the group's coordinator, date and time of the event, and the specific space designated for the event.

**Rules for Facilities Use:**

1. Groups that are an integral part of Trinity Episcopal Church, as well as Deanery and Diocesan groups, may use the facilities without charge.
2. Members and employees of Trinity Episcopal Church may use the facilities without charge.
3. Groups providing a community service, even those not connected to a member of Trinity Episcopal Church, may be able to use the facilities without charge.
4. Groups not associated with Trinity or its members, which do not provide a community service, shall request approval of the Rector and Wardens, and if approved, shall make a contribution to cover the cost of use of the facilities. (See RATES below)
5. In all cases, if the services of the custodian are required, a contribution to cover hourly wages is required. (See RATES below)
6. The Financial Assistant shall maintain records of all contributions and fees received from facilities use. Income will be reported to the Vestry as part of the monthly Treasurer's Report.
7. A deposit may be required of any group prior to use of the facilities. The deposit may be retained by Trinity for damage or if facilities are left in an unsatisfactory condition.

**Contribution Rates for Use of Facilities:**

Facility Use:                \$35.00/hour or \$100.00/day for full day use  
Custodian Services:    \$15.00/hour  
Deposit: (In advance) \$50.00