

+TRINITY EPISCOPAL CHURCH+

440 Main Street, Shrewsbury, Massachusetts 01545

Telephone 508-842-6040 FAX: 508-842-6730 E-Mail: trinitysecretary@townisp.com

RULES FOR THE USE OF TRINITY CHURCH FACILITIES

Trinity Church is pleased to provide services to the community. Many groups use our facilities and to ensure that they are kept in good condition for the use of all, we require groups to observe these rules.

PLEASE DO

- ✓ enter and exit only through the front side of the building. All other doors are for emergency use only.
- ✓ let us know if you do not use the building for any reason (weather, illness, etc.) on any of the dates in your agreement. This time is reserved for you but might possibly be used by another group in your absence. You will be invoiced for the usual payment unless the parish office is notified of cancellations/changes in the schedule as outlined in the agreement.
- ✓ leave the area used as you found it: furniture set up replaced, lights turned off, heat turned down, bathroom picked up, windows closed, doors closed and locked.
(Note that the services of a sexton are not routinely included.) As Shrewsbury is now on a “pay as you throw” rubbish system, please take all trash with you that was generated by your group and replace trash bags only with town-approved blue rubbish bags. Note that Trinity does NOT have a dumpster.
- ✓ provide proper supervision for groups of children or teenagers. All groups of children or teenagers must be properly supervised and chaperoned by adults.
- ✓ understand that Trinity will not be held liable for any materials or items of personal property which may be left on the premises by your guests or members of your group.

(signature required on reverse)

PLEASE DO NOT

- ✘ use any space not specifically mentioned in your agreement without advance, written permission.
- ✘ offer use of your contracted space, or any other space, to anyone else, whether individual or group, under any circumstances. Use of any Trinity facilities must be arranged by contacting the parish office in advance and approved in writing.
- ✘ leave doors unlocked.
- ✘ park in the circle or under the portico except when loading or unloading. Due to fire department regulations, parking must be restricted to the parking lot.
- ✘ take any food or drink into the sanctuary.
- ✘ leave behind any rubbish generated by your use of the facilities. You may bring your own trash bags. You are also welcome to use the blue Shrewsbury trash bags that line the rubbish barrels – however, if you do so, please replace with a blue Shrewsbury trash bag. (These can be purchased at local hardware stores, drug stores, and supermarkets.) Remember that Trinity does NOT have a dumpster.
- ✘ smoke inside the building or on the premises.
- ✘ affix tape or any sticky substance to the walls as the paint might come off when you remove your decorations. You are responsible for damage to the facilities.
- ✘ hang anything from the ceiling tiles. Ceiling tiles have sometimes been pulled down when decorations are removed. You are responsible for damage to the facilities
- ✘ bring alcoholic beverages onto the premises. Alcoholic beverages are not permitted anywhere on the premises at any time.

Thank you. By signing below, you are signifying that you have read these rules and you and your guests and/or the members of your group agree to observe them and abide by them.

Date: _____

Name: _____

Group: _____