**TRINITY EPISCOPAL CHURCH**

58 RIVER STREET

CARBONDALE, PA 18407

(570) 282-3620

Trinity Episcopal Church wishes to make their beautiful and historic facility available to its members & the community. Mindful that these are church facilities & that responsible stewardship requires care for the facility the following rules are established for its use:

Rules for the use of the Church Facilities:

1. No Alcohol.
2. Trinity Episcopal Church is a smoke-free campus. No smoking anywhere in the buildings or on the grounds.
3. Use of kitchen: An active member of the ECW or other designated parishioner must be present for the entire event if church appliances, plates, pots, etc. are to be used.
4. All minors must be supervised by adults and must remain in the room that is being used for the event. Children are not to roam the facility or campus.
5. Use of the facility is strictly limited to the areas agreed upon.
6. Nothing can be used in building which will cause destruction or marring of surfaces such as: tape, other adhesives, nails, tacks, paints, etc.
7. A mutually determined security deposit must be received prior to the date of the event. Checks must have cleared and funds available prior to the date of the event.
8. The donation for the use of the facilities must be paid in advance, non-refundable, 2 weeks prior to the day of the event.
9. A deposit of 50% of the total donation, non-refundable, must be received to secure the desired date for the event.
10. A fee for the cleaning person is required.
11. Maximum time allotted is four (4) hours. Any time after four (4) hours will be $25.00 per hour additional charges.
12. The areas used must be reasonably clean in order not to incur additional cleaning charges. “Reasonably clean” is defined as, but not limited to, all garbage in cans, spills cleaned up, toilets flushed and all items brought to the event removed from the property (Decorations, personal effects, etc.)
13. The parish cleaning person will be responsible for unlocking doors, sweeping/mopping, trash removal, restocking bathrooms, inspecting the facility for cleanliness & condition after use; locking and securing the building after the event.
14. Anyone who is intoxicated, acting in a rude, boisterous or an inappropriate manner will be asked to leave. Police will be summoned if necessary.
15. Everyone must be out of the building by 9:00 p.m.

For Emergencies (toilets overflowing, running/leaking faucets, injuries, etc.)

Contact Jerry, Jr. Warden, at (570) 766-6051