

Trinity Presbyterian Church Building Use Policy

We value our members and are glad for our facilities to be used by them in ways that will promote worship, fellowship, and outreach beyond the normal congregational meetings. If you would like to use TPC facilities, please contact Pastor Jimmy Gill (tpcbham@gmail.com) with the details of your request. Any fees will be decided on a case-by-case basis, and the guidelines described below must be followed. No events will be allowed in our facilities that contradict the biblical principles outlined in our Constitution. Any non-members wishing to use our facilities must complete a brief application form, obtain the approval of a TPC pastor, and pay any fees before the date is reserved.

Regulations for Use of Church Facility

- Any party wishing to use TPC facilities is responsible for arranging chairs, tables, furniture, etc. for their event(s). This should be discussed with a pastor or deacon prior to the event.
- The facilities must be clean and ready for use (chairs and furniture must be reconfigured correctly) following any event. If the facilities are left in an unsatisfactory condition that requires cleaning, a fee will be charged after the fact.
- All parties are responsible for repairing any damage incurred during their scheduled event. Any damages must be reimbursed.
- Smoking is not allowed on TPC property.
- The capacity of the sanctuary is 212 people and should not be exceeded.

Flowers & Decorations

All decorations must be approved by a TPC staff member. The use of tape, nails, tacks, and glue are prohibited. Candles must be dripless, and the floor must be protected by a floor covering. Candles may not be placed in the aisles, pews, or windows. All decorations and related equipment must be removed immediately following the event. The cross at the front of the sanctuary cannot be removed or decorated in any way, nor can anything be affixed to the front wall. The banners that hang from the ceiling cannot be removed, but the two banners and stands at the front may be removed if so desired. No rice or sparklers are allowed on church property. If any church property, equipment, or furniture is damaged, the person making the reservation will be responsible for the cost of repairs.