



# Trinity United Methodist Church

## BUILDING USAGE AGREEMENT

Trinity United Methodist Church  
714 Fair Ave.  
Shelbyville, IN 46176

Briley Family Center  
643 Fair Ave.  
Shelbyville, IN 46176

Office Phone: (317)392-9454  
Email: [tumcprograms@gmail.com](mailto:tumcprograms@gmail.com)  
Website: [www.trinityshelbyville.com](http://www.trinityshelbyville.com)

**Welcome to Trinity United Methodist Church!** As you prepare for your upcoming event, we wish to extend our gratitude and hospitality as you have selected Trinity UMC as the site for your special event. We invite you to learn more about our church history, church culture, and church family as you prepare for your upcoming event.

If you are not already active and engaged in the ministries of Trinity UMC, we encourage you to join us for worship on Sunday mornings at 10:30 am. To learn more about the ministries of Trinity UMC, please check out our church website: [www.trinityshelbyville.com](http://www.trinityshelbyville.com).

## Church History

Trinity United Methodist Church was founded in 1927 by Rev. Josephine Huffer as Trinity Methodist Episcopal Church in Walkerville, during the Great Depression. Rev. Huffer was the first licensed woman minister in the State of Indiana.

Today, Trinity UMC, as a connectional ministry of the United Methodist Church denomination, continues to thrive and serve the local community of Shelbyville through our prayers, our presence, our gifts, our service, and our worship. In accordance with the Biblical teaching and the mission of the United Methodist Church, we strive "to make disciples of Jesus Christ for the transformation of the world."

The United Methodist Church recognizes the sacraments of Baptism and Holy Communion. For more information on the beliefs, history, and traditions of the United Methodist Church, we invite you to dig deeper online at [www.umc.org/what-we-believe](http://www.umc.org/what-we-believe).

## Church Culture

Trinity UMC offers a wide variety of ministries including worship and drama, praise dance, numerous Bible Studies and small groups, prayer ministry, food pantry ministry, and taekwondo. Trinity UMC also works closely with other ministries and community service organizations to provide deeper and broader roots in the local community and across the state of Indiana. Our ministry partners include the Indiana Conference of the United Methodist Church, The Central District of the United Methodist Church, the Shelby County Circuit Riders Cluster, Metro Ministries, Spotted Horse Ministries, the Kiwanis Aktion Club, Grace House Ministries, and various addictions counseling support groups.

Colossians 3:17 says, "Everything you do or say, then, should be done in the name of the Lord Jesus, as you give thanks through him to God the Father." Whatever talent, gift, or passion you have been given, use it for God.

## Church Family

Trinity United Methodist Church is a family-friendly, Christ-driven church that is all about worshipping God and building eternal relationships. The Bible tells us that each person has been given a measure of faith. Additionally, we know from reading the Bible, that the Church is One Body made up of many parts. Each person has been given a unique set of gifts, talents, skills, and desires; these unique traits can all be used to bring glory to God. Knowing that each person has something different to bring to the table in ministry, we encourage the laity of our church to be active and serve God and one another in whatever ways they feel called.

## Housekeeping & General Usage Agreement

\*A signed building usage agreement is required for all events held at Trinity United Methodist Church and/or the Briley Family Center.

\* A minimum deposit of \$20.00 (non-refundable) must be paid to Trinity UMC in order to reserve the usage of church buildings, property, and/or services. All applicable usage and service fees must be paid in full prior to the date of the event/services. See Fee Schedule.

\*In accordance with Indiana laws, smoking is strictly prohibited inside all church buildings and within eight (8) feet of building entrances/exits. Trinity UMC does not permit the use of electronic cigarettes/vapor cigarette devices inside church buildings.

\*Alcoholic beverages and/or the use of non-prescription, controlled substances are not permitted on church property.

\*Trinity UMC is not responsible for lost or stolen items.

\*Trinity UMC is not responsible for the setup or teardown of any tables, chairs or other equipment. All tables, chairs, and other equipment must be returned to their proper storage locations.

\*Trinity UMC strictly prohibits the use of tape and/or other forms of adhesives on any and all painted surfaces, lockers, and/or mirrors at the Church or Briley Center, as adhesives may cause damage to the surfaces within the buildings.

\*No objects may be placed upon, leaned up against, or placed around the mirrors at the Briley Center.

\*All trash must be bagged and placed inside the dumpster located at the rear of the Briley Center.

\*All lights must be turned off and doors must be locked upon exiting the church building(s).

\*Arrangements to have doors unlocked and locked by a church representative should be made in advance of usage of the building.

\*Trinity UMC requires evidence of insurance. Acceptable evidence of insurance includes a homeowners/renters insurance policy declarations page or a certificate of liability insurance.

### **HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, those requesting usage of the buildings and property of Trinity United Methodist Church of Shelbyville, Indiana, agree to defend (including attorney's fees), pay on behalf of, indemnify, and hold harmless Trinity United Methodist Church of Shelbyville, Indiana, its elected and appointed officials and trustees, employees and volunteers, and others working on behalf of Trinity United Methodist Church of Shelbyville, Indiana against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from Trinity United Methodist Church of Shelbyville, Indiana, its elected and appointed officials and trustees, employees and volunteers, and others working on behalf of Trinity United Methodist Church of Shelbyville, Indiana, by reason of personal injury, including bodily injury or death, and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract for usage of the buildings and/or property entrusted to Trinity United Methodist Church of Shelbyville, Indiana.

## Marriage

*We affirm the sanctity of the marriage covenant that is expressed in love, mutual support, personal commitment and shared fidelity between a man and a woman. We believe that God's blessing rests upon such marriage, whether or not there are children of the union. We reject social norms that assume different standards for women than for men in marriage. We support laws in civil society that define marriage as the union of one man and one woman.* [The Book of Discipline of the United Methodist Church, 2012, ¶161-B, pg. 109]

*A Service of Christian Marriage* is contained in the United Methodist Hymnal (pgs. 864-869) and may be made available to engaged couples prior to the marriage ceremony, upon request to the pastor.

**Any couple wishing to be married at Trinity United Methodist Church will be required to meet with the pastor of Trinity United Methodist Church, a minimum of 1-3 times prior to the marriage ceremony. The exact number of meeting times is to be agreed upon by the pastor of Trinity United Methodist Church & the engaged couple.**

Couples wishing to hold their wedding reception at the Briley Center located across the street from the church may do so for an additional fee.

## Other Celebrations

Subject to availability, the Briley Center may also be reserved for other celebrations, including birthday parties, anniversary parties, wedding showers, baby showers, and graduation parties. All terms & conditions apply as outlined in the "Housekeeping & General Usage Agreement."

## Building Usage Fee Schedule

A minimum deposit of \$20.00 (non-refundable) must be paid to Trinity UMC in order to reserve the usage of church buildings, property, and/or services. All applicable usage and service fees must be paid in full prior to the date of the event/services.

### Marriage Ceremonies

The following fees are required for church building usage and services rendered by Trinity UMC for Marriage Ceremonies.

	<u>Member Rate</u>	<u>Non-Member Rate</u>
Basic Wedding Package	\$150 w/o reception	\$300 w/o reception

-Includes Building Usage Fee for Church Sanctuary for the marriage ceremony and Audio Technician fees.

Wedding Package Plus Reception	\$250.00 with reception	\$500 with reception
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-Includes Building Usage Fee for Church Sanctuary for the marriage ceremony, Audio Technician fees, and use of the Briley Center for the wedding reception.

\*Any music selected by the engaged couple for the wedding must be submitted to the Audio technician **NO LATER THAN 7 days** in advance of the wedding rehearsal, in the form of CD or MP3. Audio technicians are available solely for the marriage ceremony. The church does not provide audio services for wedding receptions.

--Couples are encouraged to give the officiating pastor an honorarium, which is not included in the building usage fee.

### Other Celebrations

All other celebrations are subject to standard Briley Center building usage fees.

	<u>Member Rate</u>	<u>Non-Member Rate</u>
Briley Center Building Usage	\$100.00	\$150.00

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For Building/service availability, please call Brooks Insurance Professionals, Inc. during regular business hours: Monday through Friday, from 9:00 am to 5:00 pm.

Phone: (317)392-9454

Or contact the church office via email: [tumcprograms@gmail.com](mailto:tumcprograms@gmail.com)

## Application for Building Usage

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant Street Address: \_\_\_\_\_

Applicant City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Applicant Phone # (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Type of Event: \_\_\_\_ Marriage Ceremony \_\_\_\_ Other Celebration

If "Other Celebration," briefly describe the event: \_\_\_\_\_

Is applicant a member of Trinity United Methodist Church? \_\_\_\_ Yes \_\_\_\_ No

Applicant Signature: \_\_\_\_\_

By signing above, you agree that you have received, read, and understand Trinity United Methodist Church's Building Usage Agreement in its entirety and if your application for building usage is approved, you agree to observe all Housekeeping General Usage Agreement Terms as printed in this agreement, to hold Trinity United Methodist Church of Shelbyville, Indiana, its elected and appointed officials and trustees, employees, and volunteers, and others working on behalf of The Church harmless from any and all legal liability. You further agree to provide Trinity United Methodist Church with evidence of insurance and to pay all fees associated with the building usage and services rendered, as prescribed in the fee schedule.

A \$20.00 non-refundable deposit must be paid at the time of application in order to reserve the usage of church buildings/property, and/or services. All applicable usage and service fees must be paid in full prior to the date of the event/services.

Fees Assessed for this Event:

Briley Center Usage: Standalone \_\_\_\_\$100.00 Member \_\_\_\_\$150.00 Non-Member

Basic Wedding Package \_\_\_\_\$150.00 Member \_\_\_\_\$300.00 Non-Member

Wedding Package Plus Reception \_\_\_\_\$250.00 Member \_\_\_\_\$500.00 Non-Member

**For couples wishing to be married at Trinity United Methodist Church, please complete the next page.**

**Application for Marriage Ceremony**

The engaged couple is responsible for obtaining a marriage license.

Full Legal Name of Bride: \_\_\_\_\_

Full Legal Name of Groom: \_\_\_\_\_

Do you wish to have the Pastor of Trinity United Methodist Church officiate your Marriage Ceremony?     Yes     No

If no, please provide the name and phone number for the individual you have selected to officiate your Marriage Ceremony:

Name of Officiant: \_\_\_\_\_

Phone # \_\_\_\_\_