



REQUEST for SPACE USE @ Trinity Commons

*A doorway to compassion, courage and creativity,
in and for the Tree Street neighborhood of Lewiston, Maine.*

Organization Name: _____

Contact Name: _____ Phone: _____

E-mail: _____

Purpose for which you will use the Trinity Commons:

Date(s) and Times(s) requested: _____

GUIDELINES: Trinity Commons is intended to serve as a multi-cultural, multi-ethnic, multi-racial, multi-religious community center. It is operated by Trinity Episcopal Church and all uses must be in keeping with this purpose and the above stated mission. This is also a sacred space and although outside events do not have to be religious in nature, all events should allow for participation that is inclusive of diversity, hospitable, and welcoming. Disrespectful behavior and language, aggression or other threatening behavior is not to be tolerated. All areas in the upper level (directly off Bates Street) are available to use except the area that is used as office space and the high altar area.

Priority usage is given 1) individuals and religious or non-profit groups in the immediate Tree Street neighborhood, 2) individuals and religious or non-profit groups in the greater Lewiston/Auburn area and 3) Private social gatherings or events.

Parking: The lot behind the church on Bates St. belongs to Head Start/Promise; it is available for our use only when they are not open (nights and weekends). Street parking is usually widely available along Kennedy Park and in two parking garages a few blocks walk away.

Door and keys: You will either be greeted and hosted by a church member each day, or given a key. If a key, please enter by the back door located nearest the Head Start/Promise parking lot off Bates St. Note that the lock is backwards – open is counterclockwise, locking turn clockwise. Double check by pulling the handle before leaving. If you have opened both sides of the double door by releasing the interior floor latch, please be sure it is lowered into a locked position before locking the door with the key. Fire code requires that the large front door be un-barred whenever the building is in use by a group. Please be sure to re-close it before leaving out the back door.

Keys are not to be copied or given to anyone else. \$25 fee for lost key replacement.

Drugs, alcohol, smoking: No drug use and no smoking in or around the building. Alcohol is permitted by Episcopal Church protocol if non-alcoholic beverages are also available and served in comparable containers. You cannot charge for either food or any beverages unless you are licensed to do so. You cannot serve alcohol to anyone under 21 years of age. Do not allow anyone who is intoxicated to continue to drink, or drive when leaving.

Candles: No use of any open flame i.e. wax or oil or other, other than as requested ahead of time for use in worship. If permission is granted to use they must be extinguished before leaving.

Cleaning: Your care of the space is greatly appreciated. Please especially care for the floor. Invite people to remove shoes or wipe them on the entrance rugs before entering. If you bring in your own chairs or tables, the legs must have a felt or other covering to avoid undue scratching.

We are a small congregation and do not currently have a cleaning service or staff. All spaces should be left as they were found. If furniture is moved, please put it back in place. Unplug any equipment that is used, and leave the area clean and tidy, including sweeping the floor, and trash removed. Brooms, mops and cleaning materials are located in the back entrance area. Please use and return them. Turn off lights before leaving, ceiling fans remain on.

Cost:

Space is available at \$50 per day. We also request a fully refundable \$100 security deposit, to secure the dates you request. Payment in full of rental will be billed after your event is completed.



Building use agreement

As the responsible contact person for this request, I have read and agree to the above guidelines and will assure the group abides by them. **I understand that damage, mis-use or other abuse of the space may incur a fee for cleaning or repair and lead to non-return of the security deposit, and will compromise my ability to use Trinity Commons in the future.**

Contact Person sign: _____ Date: _____
Print:

Approved by:

Trinity signature: _____ Date: _____
Print:

Given a Key? No Yes Date: _____ Key Returned No Yes Date: _____

Please return to: Trinity Church & Commons, P.O Box 1402, Lewiston, ME 04243-1402
Questions: Klara Tammany, Sr. Warden 207-577-0607

WAIVER of INSURANCE

_____ shall indemnity, defend and hold harmless

- **Trinity Episcopal Church**
- **The Episcopal Diocese of Maine**
- **Trinity Commons**

and their respective officers, directors, employees, agents and representatives from and against any and all claims, demands, causes of actions, losses, liabilities, damages and expenses (including reasonable attorney’s fees and costs) arising out of or in connection with any allegations brought against Trinity Episcopal Church, The Episcopal Diocese of Maine, Trinity Commons and their respective officers, directors, employees, agents from any costs and expense (including reasonable attorney’s fees) arising out of the use of the premises of property of 147 Bates St., Lewison Maine by the undersigned.

Date _____ Name of Group_____

Signature _____

Print _____

Title _____

Groups: If possible... Please provide a Certificate of Liability with the entities listed in bold above, named as additional insured and that shows a liability limit of \$1,000,000 per occurrence / \$2,000,000 aggregate. Thank you!

Volunteer Needs:

I would like to help build Trinity Commons by serving on one of the following Councils to guide the planning, or otherwise volunteer on a team.

_____ Development Council (fund, friend raising, PR etc.)

_____ Program Council (set policy and fees, managing outside uses etc.)

_____ Cultural Council (planning Common's sponsored event such as Oasis of Music, pot-lucks with programming, contra dances, special performances.)

_____ Hospitality and Cleaning Team

_____ Memorial Peace Garden Team

Other support I can offer: _____
(fundraising, promotion/marketing, database management etc.)

Name: _____ Phone: _____

Email: _____