

Trinity UMC  
Policies and Responsibilities for Use of Facilities

Each party will include:

- 30 minutes setup time or as special needs dictate
- 1 hour playtime or scheduled activities in the gym
- 30 minutes for refreshments, cake, presents, etc.

Party Information:

- Cost: \$100 to be paid to Trinity UMC no later than 10 days prior to the scheduled party.
- Party Coordinator: The church will appoint a party coordinator with whom the person/family will coordinate prior to the day of the party. The coordinator will be present to lock and unlock the facilities during the reserved times, will assist with supervision and, will be responsible in case any emergency should arise. The party coordinator has the final say in all matters before and during the party.
- Decorations: All decorations, refreshments, and other necessary party items, e.g. cups, napkins, table cloths, cake utensils, etc., must be provided by the person/family. The party coordinator will have no access to these items.
- Children Limit: 20 children (including siblings) with at least 1 adult per every 4 children. The person/family is responsible for ensuring that the ratio of adults to children is satisfied.
- Equipment: Any equipment must be checked out from the equipment room and returned in its original state
- Substances: Absolutely no tobacco or alcoholic substances are permitted on the church property at any time.
- Facilities: The gym will serve as the play area and the refreshments area (see Options below). All necessary tables and chairs will be provided by the church. An ice machine is available. Bathrooms adjoin the gym. The person/family assumes responsibility for any damages incurred during use by any participants in the party. Trinity UMC is not liable for accidents or injuries sustained while on church property.
- Inflatables: We recommend The Fun Source, 205.854.2022. Any other company must be cleared through the party coordinator and be able to ensure the safety of the children and the gym floor.
- Cleaning: Members are expected, as a part of this contract and as members of Trinity, to leave the facilities clean and orderly. The party coordinator will give the final okay in matters of cleanliness. Any supplies necessary for cleaning, e.g. mops, brooms, etc., will be provided by the party coordinator. If the person/family chooses to leave without the party coordinators permission, the \$50 cleanup deposit will be forfeited.

Availability for parties:

Parties will be scheduled on Saturdays between 10AM and 3PM. Please contact Shelley Matthews for more information and to check availability of dates and times, [shelley.matthews@mac.com](mailto:shelley.matthews@mac.com).

Trinity United Methodist Church  
Application for Use of Facilities

Name of Applicant \_\_\_\_\_

Applicant Home Address \_\_\_\_\_

Applicant Home Phone \_\_\_\_\_ Applicant Cell Phone \_\_\_\_\_

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

Date Requested \_\_\_\_\_

From \_\_\_\_ am/pm to \_\_\_\_ am/pm (2-hour maximum)

Estimated number of guests \_\_\_\_\_ (limit of 20 children per party)

# Tables Needed \_\_\_\_\_ # Chairs Needed \_\_\_\_\_

Alternate Dates (in the event that your request has been taken) \_\_\_\_\_

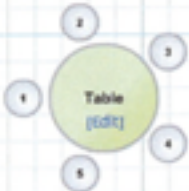
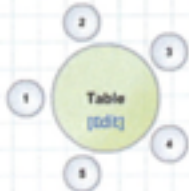
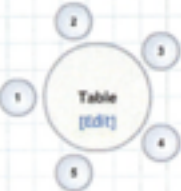
Check Amount \_\_\_\_\_ (please make check payable to Trinity United Methodist Church)

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Option 1  
[edit]

Food Table [edit]      Food Table [edit]

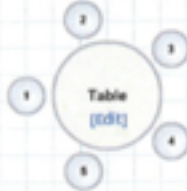
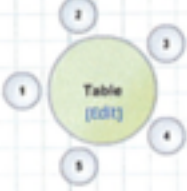
Birthday Cake Table  
[edit]

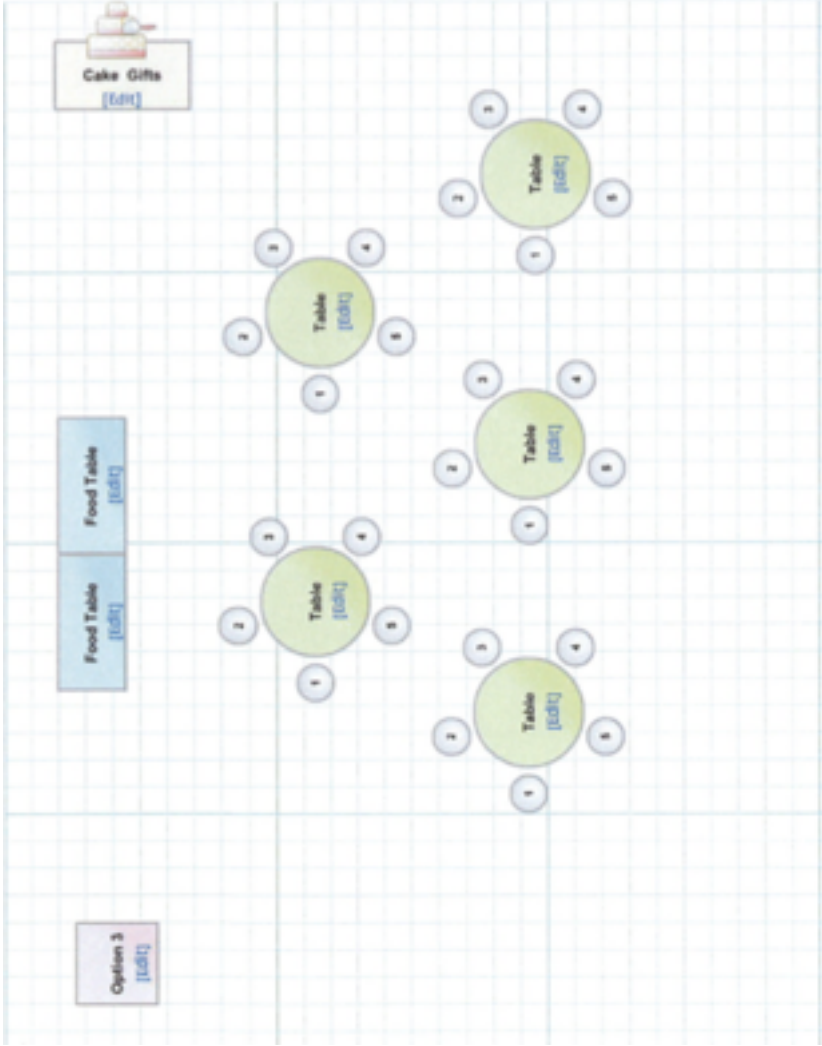


Option 2  
[Edit]

Food Table [Edit]      Food Table [Edit]

Birthday Cake Table  
[Edit]





  
**Cake Gifts**  
[Edit]

**Food Table**  
[Edit]

**Food Table**  
[Edit]

**Option 4**  
[Edit]

