

Trinity Neighborhood Center One Time Building Use Guidelines

1. Trinity Neighborhood Center (TNC) is a partner of Chapel Hill United Methodist Church and is managed by Trinity Community Development Inc (TCDI). The sharing of this facility is a part of our care for our shared mission, space, and the greater community. We ask you to demonstrate care and respect for the same.
2. Receipt of a deposit of up to \$100, a signed Application, and a signed Waiver of Liability are due to secure the scheduled use of the building. *This deposit will be refunded following the event unless it is retained due to a cancellation or damage to the building or property.*
3. All costs will be paid prior to the day of the event or meeting on the due date noted on the Use Application. Cash or check payments are accepted in the Trinity Neighborhood Center office during normal office hours. Card payments are accepted through the Donation portal at tcidbc.org.
4. Responsible parties must sign the Use Application and Liability Waiver.
5. The Agreement is for the room/area listed and nearest restrooms. Other areas of the facility may be used by others and should not be assumed to be available. We often have more than one thing happening!
6. For the safety of children, we require that they always have proper supervision and remain in the spaces under agreement.
7. Furnishings (tables and chairs) may be moved as needed but should be put back into place following the meeting or event.
8. The kitchen must be left clean and orderly after use. Please remove all unused food and serving dishes.
9. Garbage and trash must be bagged and carried to the small dumpster by the shed building. Please care for recyclable and refundable items as noted in the kitchen or remove them.
10. Trinity Neighborhood Center is an alcohol, drug, tobacco, and weapon free facility. Smoking is permitted outdoors and in personal vehicles.
11. In rare instances, unforeseen needs of the Center (such as funerals), natural disasters, or community-related crises may take precedence over previously scheduled events. We will make every attempt to find an alternate facility for use, but it may be necessary to cancel or reschedule the event or restrict the use of parts of the building and parking lot.
12. The TCDI Board is authorized to refuse a request or cancel any activity if the activity does not conform to the use, intent, or restrictions given above.

December 20, 2023