



HOLY TRINITY LUTHERAN CHURCH

Building Use Guidelines and Agreement
Holy Trinity Lutheran Church
2305 San Marino Road
Sidney, NE 69162
308-254-3124

HTLC has meeting rooms in the Trinity Center, the basement fellowship hall (with or without the use of the kitchen), the Loyals Room, and the Sanctuary.

The following guidelines apply to these spaces:

1. Fees

- _____ Meeting room (\$50 for half a day, \$100 for the whole day)
- _____ Fellowship hall (\$50 for half day, \$100 for the whole day)
- _____ Sanctuary (\$100 per event)

A signed copy of the document must be returned to the church with any and/or applicable fees before the room(s) is/are considered “reserved.”

2. Room Use

- It is understood that the room will be used only for the requested purpose and that activity will be confined to the agreed-upon area.
- No alcohol is allowed on church property other than for communion. Smoking or chewing tobacco is prohibited in the building.

3. Care of Room

- Those using our facilities are expected to leave the area clean and arranged as originally set up.
- The user is responsible for the replacement cost of anything damaged or stolen.

4. Closing Procedures

- Room straightened and trash taken out to the dumpster located on the east side of the property
- Lights turned off (including restroom and hallways).
- Doors locked.



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We understand and agree to follow the building use guidelines as printed above.

Name of person(s) reserving the building:

Print name:

Signature:

Phone number:

Email:

Date contract signed:

A number of keys were issued:

Event dates:

Part of the building being used:



Signature of HTLC Church Representative:

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