



292 Old Tappan Rd.  
Old Tappan, NJ 07675  
(201) 664-5904

Pastor Kirsten Shepler-Ross

[pk@trinityoldtappan.com](mailto:pk@trinityoldtappan.com)

### GUIDELINES FOR USE OF TRINITY REFORMED CHURCH

#### Introduction:

Users of Church facilities are asked to bear in mind that for the members of Trinity Reformed Church, the building is "Holy Space". It is God's house. While actual Sunday worship takes place in the Sanctuary, other spaces are auxiliary to worship or used in religious instruction. We ask you to regard the facilities with due respect. While we expect normal wear and tear in its use, the aim of each user should be to return the facilities in at least as good condition as found.

To achieve this end, the following rules and conditions must be understood and accepted:

1. Permission for use is limited to the area, day and hours specified.
2. Permission for use of the kitchen must be obtained by the Pastor prior to the event.
3. In scheduling the use of Church facilities, Church functions will take precedence over any requests by outside groups or organizations. This is particularly true in the case of a funeral which is unforeseen and must be accommodated.
4. Users must provide one person who is in charge and responsible for contact with Church representatives. Users are responsible for any damage or loss sustained.
5. No alcoholic beverages are permitted in any area of the church other than Fellowship Hall.
6. No food or beverages are permitted in any area of the church other than Fellowship Hall.
7. No fund-raising activities are permitted on Sundays.
8. Users of Church facilities are expected to leave them in a neat and orderly condition with chairs and tables returned to their proper storage areas, garbage properly bagged and removed to outside receptacles and the floor of Fellowship Hall broom-swept clean if necessary.
9. Storage space and/or closet may only be used on a temporary basis and only if agreed to in advance by the Pastor or Consistory.
10. All outside user's belongings, equipment, footstuffs, etc MUST be removed at the close of the event. NO food or beverages are to be left in the refrigerator.
11. The Church reserves the right to have its representative present during any use of the facilities to observe and give help or guidance to the user.