

Holy Trinity Church, Hyde Park

The Loft Facility Policy

1438 E. 57th St., 2nd Floor, Chicago, IL 60637
htcchicago.org



Purpose Statement

HTC desires that its space be used for the glory of God and the benefit of the community based on its mission statement: to see the city of Chicago transformed by the power of the gospel of Jesus Christ. Our stewardship of The Loft centers around:

1. enhancing HTC Hyde Park's ability to fulfill its mission by providing space for pastors/staff, youth group, university ministry, women's ministry, community groups, children's ministry, etc.;
2. serving the other congregations of Holy Trinity Church, Chicago;
3. assisting our surrounding community—consistent with our mission statement;
4. reflecting our appreciation for the visual arts by exposing others to the beauty and glory of Christ, encouraging artists whose work reflects the Lordship of Christ, and engaging in gospel-centered relationships both in and outside the church.

Facility Use Guidelines

1. Staples, tacks, tape, or nails are not permitted in The Loft space. Sticky tack is permitted. All decorations must be removed promptly after room use or returned to proper storage.
2. All trash and leftover food/beverages must be removed from The Loft after your event.
3. Use of candles or tea lights is not permitted. LED candles may be used or borrowed from The Loft. Permission to use Sterno (gel fuel) to heat up food is required.
4. No alcoholic beverages or smoking inside or outside the building (within 15 feet of building entrance in accordance with state law) is permitted.
5. Using or entering offices of pastors/staff is not permitted.
6. All chairs, tables, equipment, or other property of The Loft must be returned to normal set up (see provided diagram) after your event.
7. One point person shall work directly with the designated HTC staff member for your event, to include arranging for a key, which should be returned to the staff member promptly after the event.
8. Regarding rental fees, HTC members, attendees, and outside organizations/individuals using the Loft for personal events are required to pay a fee of \$50 for the first two hours of use. Further, HTC Members/attendees will be charged \$20/hour for each additional hour. Outside organizations/individuals will be charged \$30/hour for each additional hour. These fees cover utilities and regular wear and tear for the building. They are not intended to generate a profit. Payment is required before your event.

Application Process

The HTC-HP staff team must approve all uses of The Loft facilities. Priority shall be given to the Hyde Park congregational ministries; then to HTC Hyde Park members/attendees; third to our other congregations in the city, and finally, to surrounding organizations and individuals that are not part of the sponsored activities of HTC.

To apply to use The Loft, please fill out the form here:

<https://www.cognitoforms.com/HolyTrinityChurch2/TheLoftReservationRequest>