

## **First Trinity Lutheran Church**

4th & E Streets, N.W., Washington, D.C. 20001

Phone: (202) 737-4859 Fax: (202) 628-0571

Website: [www.firsttrinitydc.org](http://www.firsttrinitydc.org)

### **Information for Hostel Groups**

We welcome you to God's House and our nation's capitol. Only a few blocks from Capitol Hill and the Mall, First Trinity is also within walking distance of China Town and is situated at Judiciary Square Metro Stop (Red Line).

First Trinity is also the temporary home to the Dinner Program for Homeless Women, a nonprofit whose mission is to provide a safe, stable, and welcoming environment in which men, women, and children can receive a hot, nutritious, and appetizing breakfast or dinner, and be given the support and opportunity needed to reach their full potential and positively change their lives. Last year the Dinner Program assisted 758 different women and provided over 115,000 meals.

#### **When using church facilities, you are agreeing to the following:**

1. **Coordinating your arrival time is important:** Arrival times must be between 9:00 a.m. 7:00 p.m. Please be specific in noting your arrival time. A staff person must meet you and provide the orientation upon your arrival. A late fee of \$50 will be levied for any group arriving more than 90 minutes after the scheduled arrival time. Arrival time may be changed 24 hours in advance without incurring a late fee.
2. Bring your own sleeping bags, or other bedding. We have fifty mattresses.
3. Kitchen use is limited to the times when the Dinner Program for Homeless Women is not using the kitchen. Groups staying at First Trinity may use the kitchen during the following times:
  - Before 7:30am Monday – Friday
  - After 7:00pm Sunday – Thursday
  - 12:00 noon Friday – 8:00am Sunday

Groups must bring their own food. Pots, dishes, and silverware are available, although we recommend bringing paper products to save time. You are responsible for cleaning the kitchen after each use. It must be cleaned up by 7:30am Sunday – Friday mornings. If the kitchen is not properly cleaned after each use, you forfeit \$100 of your initial \$200 deposit. The kitchen will be inspected each day by a member of the DPHW staff.

The largest nearby grocery store is Giant: located at 8th and O Streets, NW, approximately 12 blocks away. This is not walking distance.

First Trinity has a restaurant on the corner of 3rd and E Streets called *3rd & Eats*. They are open weekdays between the hours of 7:00 a.m. and 3:00 p.m. Monday-Friday. Burger King and McDonalds are within walking distance.

4. **Prepared meal options:** Groups also have the option of eating two meals a day (breakfast and dinner) with the Dinner Program for Homeless Women. DPHW provides hot, nutritious meals. Groups have the option of eating with DPHW's clients or eating separately as a group. The meal option is available Sunday - Friday and costs \$7 per person per day for two meals each day. (Sunday is dinner only, and Friday is breakfast only; cost will be adjusted accordingly for meals on these days.) Breakfast will be served at 9:00am and dinner will be served at 6:00pm. Please indicate on your registration form whether you wish to participate in the meal option. Final details for the number of meals can be worked out with Heather Prince Doss closer to your arrival date.
5. Since this is a multi-use facility, members of your group should be respectful of other organizations using the building. Groups must have all their belongings secured and the Hall clean each morning by the times indicated on the attached building use schedule. Groups may return to the building at the time indicated on the same schedule. Use of the building at times NOT marked for Hostel use must be coordinated in advance with Heather Prince Doss.
6. All restrooms and showers must be kept clean. No personal effects should be left in them.
7. We ask that you be conservative with the utilities: water, light, heat, air conditioning, etc. Only local telephone calls can be made on the hostel telephone. The hostel (kitchen) telephone number is (202) 737-4859 ext. 608.
8. Keys are provided and must be returned when you leave. Security is important! The building MUST be kept locked at all times. Never prop outside doors open. [Please note: the Sanctuary is open Monday-Friday for prayer and meditation from 10:00 a.m.-3:00 p.m.]
9. Luggage MUST be secured during the day in designated areas. First Trinity Church, First Congregational Church, and DPHW are not responsible for personal items left in the building or theft.
10. Volunteer opportunities may be available with the Dinner Program for Homeless Women. DPHW maintains a volunteer calendar separate from the hostel calendar, so volunteering should be arranged through Heather Prince Doss, the Volunteer and Community Resources Coordinator at DPHW. You may learn more about volunteer opportunities by visiting [www.dphw.org](http://www.dphw.org). Contact Heather directly at (202) 737-4622 or via email to [volunteer@dphw.org](mailto:volunteer@dphw.org).

11. Your fee per person/night is:
  - \$25 for groups from 5-10
  - \$20 for groups from 11-20
  - \$15 for groups from 21 or more
12. Absolutely no smoking or alcohol on the premises.
13. The nearest emergency center is George Washington Hospital located at 801 22nd Street, NW. In case of emergency, call 911.
14. If you are here on a Sunday morning, you are cordially invited to join us in Bible Class and Worship. The Trinity Church schedule is as follows:

8:00 a.m.	Members arrive to set up coffee, etc. (Fellowship Hall)
9:30 a.m.	Sunday School & Bible Class (Fellowship Hall)
10:00 a.m.	LIFELINE Sunday School (Gym)
10:30 a.m.	FTLC Worship Service (Sanctuary)
1:00 p.m.	FCCUC Worship Service (Sanctuary)

Meetings and/or special event will be noted on the building use schedule.

15. **Parking:** There are two parking garages within one block of the church. Open 6:00 a.m. - 7:00 p.m. @ \$9.00/day or an hourly rate. They are not able to accommodate vans. Parking by the church during the week is near impossible, but ample spaces are available evening after 6:30 p.m. and weekends. Tour buses must park at Union Station, 8 blocks away.
16. Free wireless internet is available for groups who bring their laptop computers.
17. Refund partial deposit will not be returned until the final payment is received. We hope these guidelines will assist you in planning and making your visit a pleasant one.

Thank you,

Ed Stock,  
 Minister of Facilities  
 First Trinity Lutheran Church

Heather Prince Doss  
 Volunteer and Community Resources Coordinator  
 Dinner Program for Homeless Women

## First Trinity Lutheran and Dinner Program for Homeless Women

### Fellowship Hall Use Schedule

	7:00am	8:00am	8:30am	9:00am	10:00am	11:00am	12:00	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Sunday	Hostel	FTLC	FTLC	FTLC	FTLC	FTLC	FCC	FCC	FCC	DPHW	DPHW	DPHW	DPHW	Hostel
Monday	Hostel	Hostel	DPHW	DPHW	DPHW	DPHW				DPHW	DPHW	DPHW	DPHW	Hostel
Tuesday	Hostel	Hostel	DPHW	DPHW	DPHW	DPHW				DPHW	DPHW	DPHW	DPHW	Hostel
Wednesday	Hostel	Hostel	DPHW	DPHW	DPHW	DPHW				DPHW	DPHW	DPHW	DPHW	Hostel
Thursday	Hostel	Hostel	DPHW	DPHW	DPHW	DPHW				DPHW	DPHW	DPHW	DPHW	Hostel
Friday	Hostel	Hostel	DPHW	DPHW	DPHW	DPHW	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel
Saturday	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel

### Kitchen Use Schedule

	7:00am	7:30am	8:00am	9:00am	10:00am	11:00am	12:00	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm
Sunday	Hostel	Hostel	FTLC	FTLC	FTLC	FTLC	FCC	FCC	FCC	DPHW	DPHW	DPHW	DPHW	Hostel
Monday	Hostel	DPHW	DPHW	DPHW	DPHW	DPHW				DPHW	DPHW	DPHW	DPHW	Hostel
Tuesday	Hostel	DPHW	DPHW	DPHW	DPHW	DPHW				DPHW	DPHW	DPHW	DPHW	Hostel
Wednesday	Hostel	DPHW	DPHW	DPHW	DPHW	DPHW				DPHW	DPHW	DPHW	DPHW	Hostel
Thursday	Hostel	DPHW	DPHW	DPHW	DPHW	DPHW				DPHW	DPHW	DPHW	DPHW	Hostel
Friday	Hostel	DPHW	DPHW	DPHW	DPHW	DPHW	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel
Saturday	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel	Hostel