



Building Use Agreement

An additional fee will be charged if a sound technician or custodian is required for your event. Member fees may be waived depending on type of event.

- I. All persons using church facilities are required to abide by the following rules and regulations:
 - A. One contact person is responsible for the group meeting whose name and contact information is to be given on the request form.
 - B. Applicable rental fee must be paid in full by the due date indicated on the invoice or the facilities use will be canceled.
 - C. User group is to restrict their activity, as nearly as possible, to the room or area assigned.
 - D. NO smoking, tobacco or use of alcoholic beverages is permitted in the facilities or on church property (including parking lots) at any time.
 - E. Parents and/or sponsors must be present to supervise all youth activities.
 - F. Children must remain with parent/guardian at all times. No unsupervised access to the building and or playground is permitted.
 - G. Clean your assigned room prior to your departure; remove all trash to the outside dumpster and turn off the lights.
 - H. Remove all unused food and beverage items.
 - I. Place chairs, tables and other furniture in their original arrangement.
 - J. User is to provide own table service: i.e. plates, silver, cups, glasses, napkins, etc. and these items must be removed upon the event concluding.
 - K. User must not attach anything to the walls – consult with staff or custodians.
 - L. User, individual or group is responsible for any damage to church property. Including cost of repair or replacement of broken or damaged items.
 - M. Pianos are **NOT** to be moved from their present locations. Special request is required prior to use.
 - N. No rice is allowed before or after any ceremony on the church premises.

Signature of Requestor: _____

Date: _____

Print Name: _____

Group or Event Name: _____

Building Use Date(s): _____