

## **Facilities Terms of Use**

### **To be Reviewed and Completed by Users**

It is the general policy of First Christian Church (FCC) to make its building and grounds (facilities) available for use by members and outside groups whose purpose is to better serve the community as a whole. FCC reserves the right to approve or disapprove any applicant and FCC reserves the right to revoke authorization for use at any time.

All potential users of FCC facilities must complete the INQUIRY AND APPLICATION FOR USE OF CHURCH FACILITIES. If the date requested is available, the application for use will be reviewed by the FCC Building Use Committee. After submitting the application, users can anticipate a response within 10 days. If an application is approved, the authorized representative will be asked to review and sign the FCC FACILITIES TERMS OF USE, and if relevant, the FCC CHILD PROTECTION POLICY.

Use of FCC facilities is done so entirely at the users' own risk. Users are advised that they are responsible for their own insurance coverage for FCC facilities use and they hold harmless and indemnify FCC and all associated with FCC for any and all liability for injuries and damages which users and guests may suffer.

### **Availability**

The facilities of FCC are available only when no FCC or FCC-related functions are occurring. All dates of usage must be verified by the church office and are subject to change if FCC reschedules or creates FCC usage during the requested usage period.

### **Terms of Use**

All users must have a designated person 21 years or older responsible and present during usage. This individual is responsible for proper supervision of users and guests, cleanup, turning off lights, locking doors, and damages. This designee must provide contact information as the authorized representative for the event or group.

- No use of alcohol, drugs, or any tobacco products. FCC is a smoke-free campus.
- If users or guests under the age of 18 will be present, a signed CHILD PROTECTION POLICY must be on file with the church office.
- FCC is not responsible for any loss, personal injury, or property damage associated with use of the facility.
- Premises must be returned to order prior to departure of user. Any damages must be reported immediately to the FCC office.
- If contract grants use of kitchen and fellowship hall, it must be left clean and neat. All items must be returned where found. All linens are the responsibility of the users unless agreed upon in the contract. All trash must be removed from FCC building to proper areas. Inadequate cleaning of FCC kitchen/fellowship hall will result in a \$25 per hour cleaning fee deducted from the security deposit of the user. All kitchen users must be supervised at all times by someone aged 21 or older.
- Use of piano or organ must be approved prior to use.
- Audiovisual equipment may be available for an additional fee.

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- Usage agreements are for a maximum period of one year and are subject to review for damages and renewal by FCC. Usage of FCC is only for contracted usage. Agreements are non-transferrable. Security deposits may be used for cleanup and repair if needed.
- Users who are late on payments are subject to immediate termination of the contract.

Fee Schedule	
Cost	Damage/security deposit
Classrooms \$50.00	\$50.00
Conference Room \$100.00	\$100.00
Fellowship Hall \$200.00	\$200.00
Kitchen \$150.00	\$150.00
Gathering Space \$100.00	\$100.00
Sanctuary \$750.00	\$300.00

***Nonprofit groups are encouraged to make a donation as they are able.***

- Custodial service required after usage will result in a charge of \$25.00 per hour (minimum one hour) to be deducted from security deposit.
- Damages to FCC property and personal property will be deducted from deposit for repair/replacement. Any amount over the security deposit will be paid for by the user.
- Deposits (minus any charges) will be returned within 30 days of the event date.

### AGREEMENT

As the duly authorized representative of \_\_\_\_\_ (group/individual name), I have read the FCC FACILITIES TERMS OF USE and I agree to abide by all terms of the agreement and accept the Release of Indemnity clause by FCC in this agreement. Receipt of this form AND any required deposit confirms building use.

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*For Internal Use Only*

<b>Received by:</b> (Church representative) _____ <b>Date received:</b> _____ <b>Approval:</b> _____ <b>Child Policy:</b> ____ <b>Key Issued:</b> _____ <b>Key Returned:</b> _____ <b>Deposit Recvd:</b> _____ <b>Fee/donation:</b> _____
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