



FACILITIES USE AGREEMENT

FAIRVIEW ROAD CHURCH OF CHRIST

*Form Expiration Date: **July 31**, _____*

Be it agreed that the members of Fairview Road Church of Christ will allow the use of their facilities as the following stipulates:

User name, individual/group: _____
 Responsible person: _____
 Use date(s) and time(s): _____
 Area(s) used: _____
 Purpose of use: _____
 Use charge if any: _____

Office Use Only			
W-1	<input type="checkbox"/>	W-2	<input type="checkbox"/>
W-3	<input type="checkbox"/>	W-4	<input type="checkbox"/>
W-5	<input type="checkbox"/>	Aud.	<input type="checkbox"/>
Foyer	<input type="checkbox"/>	FH	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	S-5	<input type="checkbox"/>
S-7	<input type="checkbox"/>	S-9	<input type="checkbox"/>

Only the area(s) listed may be used under this agreement, and only at the times and dates specified, and for the purpose indicated. The following stipulations are also agreed to:

1. All rules as outlined in the 'Policies on use of Building & Facilities' form as signed.
2. The user shall be responsible for any damages to the facilities resulting from the activities of the user.
3. The user assumes ALL responsibilities for any injury to any participant or spectator or for any personal property damage resulting from the activities of the user while at our facilities.
4. The user assumes ALL responsibilities for any bodily injury or property damage that may occur as a result of the condition of our property at the time of use to any person present at their function.
5. The signed 'Release of Liability and Indemnification Agreement'.

All parts of this agreement are agreed to in total by all parties, and signed and dated below by authorized representatives.

User Representative Signature

Church Representative Signature

Date

Date



Policies on Use of Building and Facilities

The primary use of the building and facilities is to aid in carrying out the work of the church.

The following rules apply to ALL groups using the building and facilities.

1. No smoking is allowed in the building.
2. No alcohol or drugs may be brought into the building or be consumed on the premises.
3. The building must be left in as good a condition as it was found.

When the building is used by individuals / groups, the following additional rules apply:

1. Meeting and events scheduled by individuals / groups must not conflict with regular or special meetings of the Fairview Road church of Christ. Regular meetings are on Sunday mornings and evenings, and Wednesday evenings. Special meetings may be held at any time, day or night.
2. Individuals / groups may use chairs and tables, but shall not use other equipment or supplies without specific permission.
3. Use of the building will normally be restricted to areas requested and authorized for use.
4. Individuals/groups are responsible for the security of the building, both while using it and when vacating it.
5. One key to exterior doors will be issued to an individual using the building. This key shall not be duplicated.
6. One individual using the building shall be designated as the responsible person. This person shall be held accountable if violations of the above rules occur.
7. Those using the building and facilities on a one time basis may be asked to make a minimum "building use donation" of not less than \$50.00 if using one area, or \$100.00 or more if using more than one area. Charges for using the building for weddings will be \$500.00. This will be distributed to pay the sound person in the amount of \$50.00 and \$50.00 will be used as a cleaning deposit which will be returned if the building is left clean and in as good a condition as it was found.
8. Use of the building may be terminated upon a 30 day written notice or immediately with verbal notification if due to major abuse or problems.



Fairview Road Church of Christ Building Use Checklist

Before leaving did your group:

1. Leave everything in place as you found it?
2. Clean up all trash and take it to the dumpster?
3. Wipe up spills off tables and floor?
4. Turn out the lights?
5. Make sure the door was locked?

Thank you for coming, have a good evening.