



FACILITIES USE AGREEMENT

FAIRVIEW ROAD CHURCH OF CHRIST

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.



Request for Building/Facilities Use Outside Individual/Group

Please supply the following information concerning your request to use our facilities:

Individual(s) / Group name: _____

Address: _____

Phone Number(s): _____

Responsible Person: _____

Address: _____

Phone Number(s): _____

Activity Planned: _____

Areas of building requested for use: _____

One Time Use (Date & Time): _____

Regular Use (Monthly, Weekly, Etc.): _____

Does your group have liability insurance? Yes No

If yes, name of policy carrier: _____

Policy #: _____

Approximate total number of people: _____

Any special requests or needs: _____

Will you need audio/sound assistance: _____

For Weddings only: Counseling done by: _____

Dates of Counseling: _____

Any other comments: _____

Signature

Name (printed)

Church Received By

Date



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.

WEDDINGS.

1. Arrangements.

- a. All weddings are to begin no later than 7:00 PM.
- b. All persons desiring the use of the facilities of the church for weddings will arrange for same through the church office, who will properly record the arrangements on the church calendar. Most weddings at Fairview are performed by one of our ministers. That is not a requirement, but regardless of who conducts the wedding, it must be between a man and a woman. The ceremony must be conducted as a traditional Christian wedding (as opposed to another religion, such as Buddhism, New Age or cult "Christianities"). Furthermore, pre-marital counseling is required and may be available through Fairview or other source approved by Fairview.
- c. The bride or her family may get a key on Friday morning prior to the wedding.

2. Music.

- a. **No musical instruments (live or recorded) are permitted in wedding ceremonies.**

3. Sound and Lighting.

- a. It is the **responsibility of the bridal party** to contact Fairview's audio/visual ministry leader to make arrangements for sound. Only authorized Fairview Road members will be permitted to operate the audio system.

4. Decorations.

The bride or her parents must make arrangements with the church office for the time of floral preparation in the building. The following regulations are required:

- a. **Under no circumstances are any decorations to be attached to the chairs or the auditorium walls in any way!**
- b. No furniture or other items may be moved or rearranged without specific permission.
- c. All floral decorations must be removed immediately by the florist unless previous arrangements have been made with the church office.
- d. **Wax candles** may be used in the auditorium with prior permission.

5. Reception.

- a. Anyone desiring to have a reception at the church building following the wedding may do so using such facilities as may be available. Arrangements for the reception must be made at the same time that the wedding is set.

1. **No rice, bird seed, etc.** is to be thrown inside the building during or following the wedding.
 2. **No alcoholic beverages** will be served at the reception or permitted to be brought into the building or on the property.
 3. **No smoking is permitted in any area of the building at any time.**
- b. If Fairview's tablecloths, serving pieces, dishes, etc. are to be used, arrangements must be made through the fellowship ministry leader.

-Any furniture or items that are moved must be returned to the original spot after the wedding.

-The one making arrangements for the use of the building will be responsible for seeing that all the provisions and regulations are complied with.

6. Charges.

-Fees are payable at the time firm arrangements are made.

-Wedding only ---\$500.00 (provided wedding party cleans up)
PLUS \$100.00 key deposit plus any expenses for damages to Fairview property

-Wedding and reception ---\$750.00 (provided wedding party cleans up) PLUS \$100.00 key deposit plus any expenses for damages to Fairview property