



2019 Facility Use Agreement – Please fill out highlighted portion.

➤ Suggested Donations FOR FACILITY USAGE. **Friend of Church**

Reservations must be accompanied by a 50% deposit of the total amount due. The remaining balance must be paid 30 days prior to the rental date. In the event of a cancellation, your deposit will be returned (less a \$25 cancellation fee). This fee may be waived and used towards another rental if the cancellation occurs more than 30 days prior to the rental date.

ROOM

Sanctuary		\$150	
Fellowship Hall (Includes Kitchen)		\$75	
Family Life Center		\$100	
Nursery (In Fellowship Hall)		NC	
Projector		\$50	
Sound System		\$50	
Sound Technician		\$20 Per hour	

Suggested Donations are based on one 4 hour period per day (2 days = twice the cost) This usually applies to weddings based on time for decorating &/ or rehearsal.

See additional suggested donations chart for sound and other usage.

RULES AND REGULATIONS

BREAKAGE

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. **The persons signing the application for use shall be responsible for paying costs** incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the church administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

SANCTUARY SOUND SYSTEM

The Sanctuary sound and recording systems are available upon request (see attached fee schedule). The systems must be operated by the church sanctuary sound technicians (**at a cost of \$20 per hour per event**) or by technicians pre-approved by the church. Group-provided sound, recording, or video equipment **may not be attached to this sound system** through cables or connectors without prior approval.

SMOKING POLCY

All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms.



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ALCOHOL POLICY

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics **shall not be permitted at any time on church property, including the parking lots.**

NO GAMES OF CHANCE

Our policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

FINAL DECISIONS

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations the church representative shall decide the matter and all individuals and groups shall abide by that decision or forfeit immediately the use of any part of the facility.

NURSERY USE

The nursery facility is available for use for any event. Please remember to empty any trash upon leaving.

FOOD AND DRINK

There is no food or drink allowed in the Sanctuary except bottled water.

PAPER PRODUCTS

Persons using the facility should bring in any plates, cups, napkins and cutlery that will be used.

DECORATIONS

Decorations may be attached to the walls, doors, and light fixtures with **removable tape or command strips only**. All such decorations must be removed immediately and completely following the event.

EMERGENCY SCHEDULING CONFLICTS

The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

STORAGE

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing props and accessories offsite.

PARKING

Parking is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

SECURITY

Our church works to maintain a safe and secure environment within the facility, however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

TEMPORARY STRUCTURES

No temporary structure will be built within the facility without the approval of the church representative (e.g., platforms, structures, devices that attach to the floor, wall, or ceiling or structures that might damage the facility).

TRASH



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If possible, please remove all trash from the property. If you are unable to remove the trash, please put into containers outside of the fellowship hall. Please replace trash bags (located in closet by fellowship hall door) or on the trash cans in Family Life Center

EQUIPMENT

Any equipment rented from an outside source (such as tables, chairs, electronic equipment, etc.) must be delivered the day of the event and must be removed within two days after the event has ended, unless it is being used in the Sanctuary and it must be removed before the by 4:00PM on Wednesday or 8:00AM on Sunday.

OFFICE EQUIPMENT

Church office equipment is restricted and is for Church staff use only.

NOTICE TO ANYONE BRINGING IN A BOUNCE HOUSE OR INFLATABLE

INSURANCE

Parties that use inflatables or “bounce house / slide, etc” **MUST** furnish proof of liability insurance in the amount of \$500,000 per occurrence naming One Community Church as an additional insured. A copy of the insurance certificate may be required by the Church before finalizing the rental agreement. This can be taken care of by the party providing calling their insurance company and naming us. Thank you for your cooperation in this matter.

ADDITIONAL INSURANCE

An outside entity renting the Church facilities may be required to furnish proof of liability insurance in the amount of \$500,000 per occurrence naming One Community Church as an additional insured. A copy of the insurance certificate may be required by the Church before finalizing the rental agreement

**One Community Church
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FACILITY USE AGREEMENT
PLEASE COMPLETE ENTIRE FORM

Name of Organization or Individual _____

Address _____

Phone _____ Fax _____

E-mail _____

Event Name and Description _____

Date of Request _____

Date(s) Requested _____ Start Time _____ End Time _____

The building will be used: ___ One time only ___ Monthly ___ Weekly ___ Multiple days

Room(s) Requested:

- ___ Sanctuary
- ___ Fellowship Hall (Includes Kitchen and Nursery)
- ___ Family Life Center
- ___ Other _____

Special Needs or Requests _____

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Rules and Regulations within this agreement.

I further agree to hold harmless, indemnify and defend (Owner) from any and all liability or damage including, but not limited to, bodily injury, personal injury, emotional injury or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.

Signature: _____

Print Name: _____

Title: _____