

## Building Usage

*The cost of the building fee is to cover AC/heating and cleaning.  
Active participating church members will not be charged for one-time only use such as showers and birthday or other parties (weddings have a separate policy).  
Any activities under Mission and Ministry in the life of the church will not be charged.*

### User's Responsibility

The person making reservations is responsible for:

- a. Gaining access to the locked building as required by signing out a key from the church (non-member fee requires a \$50 deposit – refunded when key is returned).
- b. Ensuring the safety of **anyone** present at the event – this includes “extra” people who are not in your group but may be present.
- c. Controlling access to the entire building during the event so the building is not subject to entry by unauthorized persons and unused parts of the building remain clean and secure from unnecessary entry.
- d. Setting up furniture, equipment, or decorations.
- e. Conducting the event.
- f. Returning the space, furniture, and equipment to the previous condition unless otherwise instructed by the next user or church staff.
- g. Securing the entire facility at the end of your event by ensuring all outer doors are locked or notifying other current occupants of your departure.
- h. Returning the borrowed key to the church office within 7 days of the end of your event.
- i. Reporting and being responsible for any damages to the church office of the facility, equipment, and furnishings incurred during the event.

### Cost

Your group will be charged \$25/hour to cover the cost of electricity and cleaning. The amount is payable monthly in advance and is non-refundable unless the event is cancelled at least 48 hours prior to your event.

**\*\*\*Except for using the restrooms, your group is restricted to the area for which you made your reservation.**

**I have read and understand the above rules. A violation of any of the above rules will be cause for my reservation to be revoked (any money paid will not be refunded).**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_