

USE OF BUILDING AGREEMENT

for First Covenant Church

Organization Agreement: If facility use is approved, the licensee will agree to the following conditions:

- A) Lights will be used only when needed.
- B) Young children will be under the supervision of a responsible adult.
- C) A sponsor must be at all student activities.
- D) All persons must stay in area requested.
- E) All furniture and equipment must be left in proper places and in same condition as prior to use.
- F) Use of matches or other flammables is not permitted.
- G) No smoking on church property including carport and parking lot.
- H) The church accepts no liability for injury or loss of property while licensee is using the facility.
- I) No alcoholic beverages will be allowed on church property.
- J) Any damage to the facility should be reported.
- K) After use, room(s) should be secured. That is, all windows closed and all doors must be locked.
- L) Use of the facility by the church supersedes this use agreement.

WAIVER OF LIABILITY

It is understood that the undersigned waives and releases all claims against the First Covenant Church, including its employees and agents, from any injury, loss, damage, accident, medical care, delay, or expense regardless of its cause, incurred in consequences of the use of the grounds, buildings, facilities or equipment.

It is also agreed that the Church, including its employees and agents, will be released and held harmless from any financial obligation incurred by the user of the above enumerated grounds, buildings, facilities or equipment, and agree to indemnify them with regard to any such liabilities that may be caused while using such property.

The undersigned party agrees to pay the First Covenant Church \$_____

for the use of the _____
(rooms &/or equipment)

between the hours of _____ and _____ on _____
(day or date)

for a period of _____. (e.g. 8am – 12pm on Mondays for 4 weeks)
(days or weeks)

Signed: _____ Date: _____

Approved by Board of Trustees _____ Date: _____

APPLICATION FOR USE OF FACILITY

Date of Application: _____

Name of Organization: _____

Adult in Charge: _____

Address: _____

Phone: _____

Purpose for Request: _____

Rooms Requested: _____

Dates Desired: _____

Time of Use: _____

Equipment Needed: _____

Comments:

Please use the room setup templates on the following pages for specific setup requests.

Facility Use Room Layout Request

Please use this template to make a request for room setup. This must accompany your application. Please return this form with drawings of any special table & chair setup as well as any other setup needs you might want.

Sanctuary

stage

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Pew

Sound

Fellowship Hall

Old Kitchen

Piano

Facility Use Room Layout Request

Please use this template to make a request for room setup. This must accompany your application. Please return this form with drawings of any special table & chair setup as well as any other setup needs you might want.

Gym

