



Revised June 2, 2025

# FAITH CHURCH

## Building Usage Contract

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Date(s) of usage: \_\_\_\_\_

Set-up and/or clean-up dates: \_\_\_\_\_

Brief explanation of purpose for using the building:

\_\_\_\_\_  
\_\_\_\_\_

**Which rooms will you be using** (check all that apply, deduct 25% if usage is more than 6 days/year):

\_\_\_\_\_ Sanctuary (\$300/ per use) \_\_\_\_\_ Nursery/ Quiet Room (\$50/ per use)

\_\_\_\_\_ Fellowship Hall (\$150/ per use) \_\_\_\_\_ Classroom(s) (\$50/ per use)

\_\_\_\_\_ Conference Room (\$50/ per use) \_\_\_\_\_ Kitchen (\$150/ per use)

**Total Rental Fee:** \_\_\_\_\_

By signing this contract, I agree to the following expectations:

- ◆ Doors will be locked after use.
- ◆ Lights will be turned off in room and restrooms.
- ◆ Keys will be returned to church office.
- ◆ Thermostats will not be adjusted.
- ◆ Chairs and furniture will be returned to their original location.
- ◆ Trash will be taken out and deposited in the bins outside the southernmost doors by the shed.
- ◆ Usage fees will be submitted with contract before usage begins.
- ◆ Any damages or additional cleanings will be paid for in addition to the cost of using the building.
- ◆ Only rooms selected above will be used.
- ◆ If using the nursery/quiet room, posted rules in those rooms will be adhered to.
- ◆ I will provide my own supplies for kitchen or classroom use.

*By signing this contract, I agree to the above expectations set forth by Faith Church.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faith Church Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title/Position in the church