



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 (\$240/ per use) | _____ Nursery/ Quiet Room (\$42/ per use) |
| _____ Fellowship Hall (\$120/ per use) | _____ Classroom(s) (\$42/ per use) |
| _____ Conference Room (\$42/ per use) | _____ Kitchen (\$120/ 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