**FIRST CHRISTIAN CHURCH FACILITY USE GUIDELINES**

# 3501 Rogers Avenue - Fort Smith, AR 72903

**Introduction:**

First Christian Church (Church) is pleased to allow the use of its facilities whenever scheduling allows.

The following Facility Use Guidelines are designed to allow the maximum use of the facilities by the

membership of the Church (Member) with minimum misuse. Prior to allowing the use of its facilities by

outside guests or organizations (Nonmember) the Church may require the submission of information

describing the Nonmember's community function, personal or professional references, names and

contacts of prior rental locations or other information it deems pertinent in order to determine the

Nonmember's use of the Church's facilities is not inconsistent with the Church's goals or missions. The

Church's facilities may not be used for events associated or affiliated with any political party campaign.

The Church reserves all its rights to make its determinations regarding the use of its facilities and, at the

sole discretion of the Church, to refuse the use of its facilities by Members and Nonmembers. All

Members and Nonmembers (also referenced herein as User) are asked to respect and follow these

Guidelines.

**Reservations:**

Members' planned use of the facilities will take priority over those of Nonmembers. Reservations for the

use of the Church's facilities will be made on a first come, first served basis. Reservations should,

whenever possible, be requested at least 30 days in advance of the event. The facilities may not be

reserved during a time scheduled for worship, class or other official Church function. Reservations must

be made through the Church office, (479) 783-1139, and a completed Use Request Form provided.

Reservations for use of the facilities owned by the Church shall not constitute a contract or lease of any

type between the Church and User. The Church, at its sole discretion, may revoke the permission for the

use of its facilities in the event that an official function of the Church must occur on the date or time of

the scheduled event with the User by providing notice of same to the User. It is understood by the Church

that the revocation of its permission for the scheduled use of its facilities may cause inconvenience to the

User, therefore, the Church will take all reasonable actions to attempt to prevent scheduling conflicts. If a

conflict cannot be avoided and the User's event must be canceled, the Church will return all fees and

deposits paid by the User.

Weddings shall not be scheduled under these Facility Use Guidelines and must be scheduled through the

Altar Guild of the Church. These Facility Use Guidelines are considered complementary to those of the

Altar Guild and the more restrictive provision of each shall be applied.

**User's Responsibilities:**

The individual(s) making the reservations will be held responsible for cleanup, damages and locking up

the facility. Keys must be picked up at the Church office prior to the event and returned within 24 hours

after the end of the event. Adult supervision of persons under the age of 18 years is required at all times.

All areas of the facility must be left clean, all equipment and furnishings are returned to their proper

place, all lights are turned off at the end of each day's use and all exterior doors are locked any time the

facility is not occupied. More detailed discussion related to these topics is presented within other sections

of these Guidelines.

**Restricted Uses:**

* No smoking or tobacco uses of any kind.
* No alcoholic beverages
* No profanity
* No unsupervised eating or drinking in any classroom.

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* No outdoor sports equipment, including but not limited to, soccer balls, footballs, hard balls, soft

balls, bats, skateboards, roller blades or roller skates.

* No basketballs, volleyballs, etc., are to be intentionally thrown against the walls, ceiling or

windows of the facility.

* No furnishings or equipment removed from the building.
* Emergency exit doors are to be used for exit purposes only in the event of an emergency

situation.

**Heating and Cooling:**

All heating and air-conditioning systems are to be set and operated only by Church staff. No exterior

doors are to be propped open at any time for any reason.

**Kitchen:**

Use of the kitchen requires specific instruction of its proper operation and cleaning. If use of the kitchen

is desired, the User(s) must attend an instructional session and deemed qualified by Church prior to use.

**Fees and Deposits:**

The Church is unable to provide the use of its facilities for free. The cost of the facility, its upkeep and

associated utilities must be taken into consideration. Therefore, usage fees and associated deposits to

insure that proper use and care is maintained are listed on the attached Exhibits "B", "C", "D" and "E".

**User's Custodial Responsibilities:**

The basic philosophy is that the facilities must be returned in a condition as good as or better than it was

received by the User. Sometimes the Church experiences some thoughtless action or inaction from Users.

Consequently, problems, hardships and additional expense are created for the Church and its staff.

Generally, these oversights are things that could be avoided by attention to detail on the part of the User.

The User is expected to inspect the entire facility both upon arrival and before departure. Upon this

inspection, any condition that the User feels should be noted to assure they will not be held responsible

for correcting must be provided in writing to the Church staff. Before any refund of deposits, the

facilities will be reinspected and conditions noted by the User will be reviewed. In case of differing

opinions, the decision of the Church staff will be final.

The entire deposit, less an amount equal to one-hour of the custodial rate, will be returned to the User if

the facilities have been properly cared for, cleaned and the furnishings properly placed in their storage

areas. In all instances, the User will be assessed a minimum of one-hour of the custodial rate against the

deposit amount as an administrative fee for final inspection of the Church's facilities after User's event.

However, User will be charged and additional amounts as determined by the Church withheld from the

deposit refund, for any damage to any part of the facility, equipment and furnishings entrusted to the User

as well as for any additional cleaning required to bring the facilities back to their proper state of

cleanliness as revealed by the final inspection. Any additional cleaning will be performed at the custodial

rate shown in Exhibits "B", "C", "D" and "E". Refund of the appropriate amount of deposit will be made

by check issued by the Church within 14 days. The general obligations and expectations of for User's

custodial responsibilities are stated on the attached Exhibit "A" with specific obligations stated on

Exhibits "B", "C", "D" and "E" for each type of facility use.

**Revocation of Use:**

Any activity by the User, its attendees or invited guests, which is determined, at the sole discretion of the

Church, to be inconsistent or nonconforming with these Guidelines or other understandings associated

with the permission extended by the Church for the use of its facilities, shall be cause to immediately

revoke its permission for use of its facilities to the User. In the event of this determination and action, the

User understands and agrees to immediately suspend all activities and to vacate the facilities and premises

of the Church, including its attendees, invited guests and to remove any property solely owned by the

User.

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**Indemnification:**

The First Christian Church, its agents, servants, it employees and Members shall be indemnified and

saved harmless against any claims of injury, actual or alleged together with all costs, arising out of or

from the use of its facilities by the User, their guests and/or individuals participating in activities

associated with the permitted use.

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**EXHIBIT "A"**

# USER'S CUSTODIAL RESPONSIBILITIES

After use, the facilities are to be cleaned and left ready for the next User. The Church’s custodial

equipment is available to the User for cleaning of the facilities. The position that the facility was "left as

clean as it was found" will not be acceptable. If the User finds something wrong or the facilities unclean

upon arrival and Church staff are not available at that time, User must correctly clean after their use and

advise Church staff of the details. The following items are intended to list the general obligations and

expectations of the User:

* The User is the responsible party accountable for the facility use. This person will pay fees;

oversee the cleanup; perform the inspections; oversee the replacement of equipment and

furnishings in their proper location; answer any questions of the Church staff; and receive any

deposit refunds.

* Set definite appointments for all caterers, delivery people for the delivery and removal of

equipment, food items and supplies, and janitorial service providers. Insure that someone is on

site to receive them.

* Do not leave anything in the refrigerators or anywhere else in the facility; take everything you

brought with you.

* No decorations, signs, pictures or items of any type may be fastened or taped to walls or doors.
* User is to bring its own trash bags and cleaning supplies.
* Make sure that all trash is placed in the dumpster located on the west side of the main parking lot.
* Insure that equipment and rented property is picked up promptly.
* In setting up or taking down, please do not drag anything across carpet or floors.
* If the stage is used, User must be instructed on extending and storing the stage prior to use. It

must be returned to its stored position at completion of User's event. No food or drink is allowed

on stage.

* Floors must be swept and mopped if necessary.
* Restrooms must be cleaned.
* Do not smoke in facilities. Make sure that, if smoking is expected, proper receptacles are placed

at the entrances. Clean these receptacles and remove any butts or smoking materials from

grounds that have been discarded by your guests.

* After use, inspect the furnishings for condition and return them to storage. Should any chair

cushion be soiled, please separate and report the number to the Church staff. Should the carpet

become soiled and the cleaning materials available do not suitably clean the area, please report

the problem immediately to Church staff.

* Lights are turned off at end of use.
* All doors are properly locked.

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**EXHIBIT "B"**

# MEMBER FACILITY USE FORM

**Member:** A Member is an individual who has joined and is active within the congregation of the

Church. A Member's facility use is a private event or function which also includes, or is open to, the

attendance or participation by other Members of the Church. A Member's facility use does not extend to

an event, function or use which is for an individual, group or organization, Nonmember, which is not

affiliated with the Church or which the Member receives financial gain directly or indirectly. The

Member shall be responsible for the care and upkeep of the Church's facility and property during their

use. Also refer to Exhibits "C" "D" or "E" to determine use the appropriate qualification.

## Requested Use Fees and Deposits

Sanctuary (4) (5) Donation

accessory uses:

utilities (3) $10.00 first hour

$5.00 additional hour

setup time (6) $ N/C

custodial hourly rate (1) $25.00

deposit $ N/A

Chalice Hall (4) (5) Donation

accessory uses:

utilities (3) $10.00 first hour

$5.00 additional hour

kitchen $ N/C

china / flatware (2) $ N/C

punch bowl / cups (2) $ N/C

linens $ N/C

setup time (6) $ N/C

custodial hourly rate (1) $25.00

deposit $75.00

Disciples Hall (4) (5) Donation

accessory uses:

utilities (3) $10.00 first hour

$5.00 additional hour

kitchen $ N/C

classrooms $ N/C

tables / chairs $ N/C

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china / flatware (2) $ N/C

punch bowl / cups (2) $ N/C

linens (4) $ N/C

piano $ N/C

recreation equipment $ N/C

audio system $ N/C

setup time (6) $ N/C

custodial hourly rate (1) (5) $25.00

deposit $75.00

Administration Building (4) (5) Donation

accessory uses:

utilities (3) $10.00 first hour

$5.00 additional hour

setup time (6) $ N/C

custodial hourly rate (1) $25.00

deposit $30.00

### Children's Education Building Donation

accessory uses:

utilities (3) $10.00 first hour

$5.00 additional hour

custodial hourly rate (1) $25.00

deposit $ N/A

Music / Education Building Official Use Only

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Other Identified Special Uses:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

**TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(1) In all instances, the User will be assessed a minimum of one-hour of the indicated custodial rate

as an administrative fee for final inspection of the facilities after User's event.

(2) Any breakage will be billed at actual cost for replacement.

(3) $50.00 maximum cost per day.

(4) For events under 75 guests/attendees the User may self-perform or make arrangements for

cleaning services by a private, commercial janitorial service deemed acceptable to the Church, at

User's expense. User shall perform, or janitorial service shall perform, all cleaning no later than

the following day or prior to the Church's next scheduled use, whichever is the earlier. User may

self-perform cleaning of linens if cleaning can be performed promptly, otherwise User shall

utilize a commercial dry cleaning facility at the User's expense. User shall perform cleaning of

facilities and linens promptly, and linens returned to the Church before release of deposit will be

made.

(5) For events with 75 guests/attendees greater the User must provide, at User's expense, cleaning

services provided by a private, commercial janitorial service deemed acceptable to the Church

and commercial dry cleaning facility if linens were used. Said cleaning services for facilities

must be completed no later than the following day or prior to the Church's next scheduled use,

whichever is the earlier. Cleaning of linens must be performed promptly and linens returned to

the Church before release of deposit will be made.

(6) If setup or decoration of the facility is desired in advance of the date reserved for the event, the

facility will be made available for a four (4) hour time period, beginning at 5:00 PM on the date

immediately prior to the event for such purpose if it does not conflict with any other scheduled

use.

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**EXHIBIT "C"**

# MEMBER PRIVATE FACILITY USE FORM

**Member's Private Use:** A Member is an individual who has joined and is active within the congregation

of the Church and also includes uses by his or her immediate family. A Member's private facility use is a

private event or function which does not include an invitation to, or is not open to, the attendance or

participation by other members of the Church. A Member's private facility use does not extend to an

event, function or use which is for an individual, group or organization, Nonmember, which is not

affiliated with the Church or which the Member or his or her immediate family receives financial gain

directly or indirectly. The Member shall be responsible for the care and upkeep of the Church's facility

and property during their use. All activities associated with the event, except for cleaning activities, shall

end by 10:00 P.M. the day of the event. Also refer to Exhibits "D" or "E" to determine the appropriate use

qualification.

## Requested Use Fees and Deposits

Sanctuary (4) (5) $200.00

Accessory uses:

Utilities (3) $10.00 first hour

$5.00 additional hour

Setup time (6) $75.00

Custodial hourly rate (1) $25.00

Deposit $ N/A

Chalice Hall (4) (5) $75.00

Accessory uses:

Utilities (3) $10.00 first hour

$5.00 additional hour

Kitchen $75.00

China / flatware (2) $ N/C

Punch bowl / cups (2) $ N/C

Linens (4) $ N/C

Setup time (6) $35.00

Custodial hourly rate (1) $25.00

Deposit $75.00

Disciples Hall (4) (5) $200.00

Accessory uses:

Utilities (3) $10.00 first hour

$5.00 additional hour

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Kitchen $ N/C

Classrooms $ N/C

Tables / chairs $ N/C

China / flatware (2) $ N/C

Punch bowl / cups (2) $ N/C

Linens (4) $ N/C

Piano $ N/C

Recreation equipment $ N/C

Audio system $ N/C

Setup time (6) $75.00

Custodial hourly rate (1) (5) $25.00

Deposit $75.00

Administration Building (4) (5) $75.00

Accessory uses:

Utilities (3) $10.00 first hour

$5.00 additional hour

Setup time (6) $35.00

Custodial hourly rate (1) $25.00

Deposit $30.00

Children's Education Building (7) $75.00

Accessory uses:

Utilities (3) $10.00 first hour

$5.00 additional hour

Custodial hourly rate (1) $25.00

Deposit $ N/A

Music / Education Building Official Use Only

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Other Identified Special Uses:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

**TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(1) In all instances, the User will be assessed a minimum of one-hour of the indicated custodial rate

as an administrative fee for final inspection of the facilities after User's event.

(2) Any breakage will be billed at actual cost for replacement.

(3) $50.00 maximum cost per day.

(4) For events under 75 guests/attendees the User may self-perform or make arrangements for

cleaning services by a private, commercial janitorial service deemed acceptable to the Church, at

User's expense. User shall perform, or janitorial service shall perform, all cleaning no later than

the following day or prior to the Church's next scheduled use, whichever is the earlier. User may

self-perform cleaning of linens if cleaning can be performed promptly, otherwise User shall

utilize a commercial dry cleaning facility at the User's expense. User shall perform cleaning of

facilities and linens promptly, and linens returned to the Church before release of deposit will be

made.

(5) For events with 75 guests/attendees greater the User must provide, at User's expense, cleaning

services provided by a private, commercial janitorial service deemed acceptable to the Church

and commercial dry cleaning facility if linens were used. Said cleaning services for facilities

must be completed no later than the following day or prior to the Church's next scheduled use,

whichever is the earlier. Cleaning of linens must be performed promptly and linens returned to

the Church before release of deposit will be made.

(6) If setup or decoration of the facility is desired in advance of the date reserved for the event, the

facility will be made available for a four (4) hour time period, beginning at 5:00 PM on the date

immediately prior to the event for such purpose if it does not conflict with any other scheduled

use.

(7) May only be used only for child care services in conjunction with requested use of Sanctuary,

Chalice Hall, Disciples Hall or Administration building. Fees associated with utilities, custodial

and deposit will be assessed for this use.

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**EXHIBIT "D"**

**NONMEMBER FACILITY USE FORM (Single Event)**

**Nonmember:** A Nonmember (single event) is a private event, use or function which is not associated

with the church. Any Nonmember event shall not have more than 150 attendees. All activities associated

with the event, except for cleaning activities, shall end by 10:00 P.M. the day of the event. Also refer to

Exhibit "E" to determine use the appropriate qualification.

## Requested Use Fees and Deposits

Sanctuary (5) (6) $500.00

Accessory uses:

Utilities $10.00 first hour

$5.00 additional hour

Sexton $100.00

Setup time (7) $150.00

Custodial hourly rate (1) $25.00

Deposit $300.00

Chalice Hall (4) (5) (6) Limited Usage

Accessory uses:

Utilities $10.00 first hour

$5.00 additional hour

Kitchen Unavailable

China / flatware Unavailable

Punch bowl / cups Unavailable

Linens Unavailable

Custodial hourly rate (1) $25.00

Deposit (4) $75.00

Disciples Hall (5) (6) $500.00

Accessory uses:

Utilities $10.00 first hour

$5.00 additional hour

Kitchen $150.00

Classrooms $50.00 each

Tables / chairs $15.00 each (1 round table with 6 chairs)

China / flatware Unavailable

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Punch bowl / cups Unavailable

Linens Unavailable

Piano $ N/C

Recreation equipment Unavailable

Audio system By permission only

Sexton $100.00

Setup time (7) $100.00

Custodial hourly rate (1) $25.00

Deposit $350.00 / $500 with kitchen

Administration Building $150.00

Accessory uses: (5) (6)

Utilities (3) $10.00 first hour

$5.00 additional hour

Sexton $100.00

Setup time (7) $50.00

Custodial hourly rate (1) $25.00

Deposit $125.00

Children's Education Building Unavailable

Music / Education Building Unavailable

Other Identified Special Uses:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

## TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(1) In all instances, the User will be assessed a minimum of one-hour of the indicated custodial rate

as an administrative fee for final inspection of the facilities after User's event.

(2) Any breakage will be billed at actual cost for replacement

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(3) $50.00 maximum cost per day.

(4) May only be used only in conjunction with on-site wedding service as bride and bride's maids

room. Fees associated with utilities, custodial and deposit will be assessed for this use.

(5) For events under 75 guests/attendees the User may self-perform (self-performance of cleaning

must be approved by the Church in advance of the event) or make arrangements for cleaning

services by a private, commercial janitorial service deemed acceptable to the Church, at User's

expense (a copy of the service agreement with the commercial janitorial service must be

submitted to the Church no later than 14 days before the event). User shall perform, or janitorial

service shall perform, all cleaning no later than the following day or prior to the Church's next

scheduled use, whichever is the earlier. User may self-perform cleaning of linens if cleaning can

be performed promptly, otherwise User shall utilize a commercial dry cleaning facility at the

User's expense. User shall perform cleaning of facilities and linens promptly, and linens returned

to the Church before release of deposit will be made.

(6) For events with 75 guests/attendees greater the User must provide, at User's expense, cleaning

services provided by a private, commercial janitorial service deemed acceptable to the Church (a

copy of the service agreement with the commercial janitorial service must be submitted to the

Church no later than 14 days before the event) and commercial dry cleaning facility if linens were

used. Said cleaning services for facilities must be completed no later than the following day or

prior to the Church's next scheduled use, whichever is the earlier. Cleaning of linens must be

performed promptly and linens returned to the Church before release of deposit will be made.

(7) If setup or decoration of the facility is desired in advance of the date reserved for the event, the

facility will be made available for a four (4) hour time period, beginning at 5:00 PM on the date

immediately prior to the event for such purpose if it does not conflict with any other scheduled

use.

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**EXHIBIT "E"**

**NONMEMBER FACILITY USE FORM (Repeated/Scheduled Events)**

User's proposal for facility use must be provided by a detailed written proposal, to include type of

use, function and service to the community, days and hours of use. Requested use, use fees,

deposits, conditions for use, termination clause, contract format and insurance coverages to be

determined by the Church's Property Ministry and approved by the Voting Board. No term of use

shall extend for more than one twelve (12) month period. User will be required to submit a

detailed written proposal for any subsequent use period, not to exceed twelve (12) months.

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# EXHIBIT "F"

# USE REQUEST FORM

**Organization:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Function:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Primary Contact:**

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (daytime)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (evening)

**Alternate Contact:**

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (daytime)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (evening)

**Facility Requested:**

\_\_\_\_ Sanctuary

\_\_\_\_ Administration Building

\_\_\_\_ Children's Building

\_\_\_\_ Chalice Hall

\_\_\_\_ Disciples Hall

\_\_\_\_ Kitchen

\_\_\_\_ Sound System

\_\_\_\_ Sports Equipment

**Use Activity:**

Estimated Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Date: Day\_\_\_\_\_\_\_\_\_\_\_\_\_ Month\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_

Hours of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a.m./p.m. To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a.m./p.m.

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The User acknowledges, by the signatory(s) below, that they have read, understood and

accept the terms and conditions stated within the Facility Use Guidelines for the use of the

facilities owned by the First Christian Church and, as the User, agree to see that all individuals

associated with this use shall respect and follow these Guidelines.

Further, it is understood and agreed that the User agrees to indemnify and save harmless

the First Christian Church, its agents, servants, its employees and members against any claims of

injury, actual or alleged together with all costs, expenses, and attorney's fees through liability

insurance coverage or otherwise, arising out of or from the use of the facilities by the User, their

guests and/or individuals participating in activities associated with the permitted use.

The undersigned individual(s) acknowledge they are duly authorized to sign for the User

and agree to be individually responsible for any damages, if any, caused by this event and all

costs to correct same shall be payable to the Church immediately upon demand in the amount of

the actual repair irrespective of any amount previously submitted as deposit.

User Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorizing Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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