

Cross of Glory Facility Use Contract

Renting Party _____

Space _____

Date _____

Event Time _____

Set Up Time and Details _____

	<u>Amount</u>	<u>Date Paid</u>
Damage/Cleaning/Overtime Deposit	_____	_____
Rental Fee	_____	_____
Host Fee (if applicable)	_____	_____
Custodial Fee (if applicable)	_____	_____
Total	_____	_____

I agree to follow Cross of Glory Building use policies and procedures.

User/Group Signature

Cross of Glory Signature and Date

(Summary of policies and procedures on reverse)

Facility Use Guidelines

Please adhere to the following guidelines:

- 1) The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
- 2) Activities and programs are limited to the space that is assigned.
- 3) Dining or the serving of food is governed by a separate kitchen use agreement.
- 4) Use of candles is allowed only in designated areas and must be pre-approved.
- 5) The user is expected to leave the building clean and in the same condition it was prior to the event and must remove all items associated with their program immediately following the event.
- 6) If furniture or equipment is to be moved, it must be done with the permission of the Building Manager or Church Administrator.
- 7) All decorations in the facility and on the grounds of Cross of Glory must have prior approval.
- 8) The user will be held responsible for any damage done to church property associated with the event.
- 9) The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- 10) Programs in the sanctuary that require the use of the sound system must have one of the church's Sound Technicians on duty. This service will be included in the usage fee.
- 11) When children are in attendance they must be under the control of their parents or adults at all time and are not permitted to roam freely on church property. All children or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.
- 12) The following items are not allowed in or on church property:
 - a. Weapons
 - b. Alcoholic beverages
 - c. Tobacco products (Smoking permitted in designated outside area)
 - d. Controlled substances/drugs
 - e. Anything that would distract from a welcoming and hospitable atmosphere.
- 13) Ministry furniture and equipment (e.g. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of Cross of Glory and may not be removed from the premises without pre-approval. Individual/Group assumes full responsibility for the costs of damages, repair or replacement at the church's discretion.
- 14) Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.