



FIRST UNITED CHURCH OF CHRIST
 120 S. Market St., Troy, OH 45373
 937.339.5871

AGREEMENT FOR USE OF BUILDING

The use of our facility is generally restricted to groups that are part of the First United Church of Christ and these shall have priority in scheduling. Depending on the purpose and nature of the group and based upon application and prior approval by church leadership, the church facilities may also be made available to non-profit and non-commercial groups.

The Agreement for Use of Building Form must be obtained from the church office. The person responsible for coordinating the event must complete the request form and return it to the church office along with the deposit. The Property Board considers these requests at their regular monthly meeting (the first Monday of the month), so requests must be made at least 30 days in advance.

The custodian will be available at the church to open at your arrival time and to close up at departure.

1. Name of person/group requesting room: _____
 Member Non-Member

2. Date of Event: _____ Time to open building: _____ Ending Time: _____

3. Purpose of meeting: _____

4. Name of contact person: _____
 Address: _____
 Phone: _____ (hours to be reached at this number) _____
 Cell Phone: _____ E-mail: _____

5. If food is being served (no alcoholic beverages):
 Name of caterer: _____
 Phone number: _____ Time of arrival & departure: _____

<i>Check Here</i>	<i>Rooms/Resources Requested</i>	<i>Seating Capacity</i>	<i>Non-member Fee</i>	<i>*Member Fee</i>	<i>Total</i>	<i>Notes</i>
	Sanctuary	300	\$300	\$100		Piano available
	Parlor	75	\$ 50	\$ 50		Includes Podium/piano
	Dining Room	150	\$100	\$ 50		Podium available
	Kitchen		\$200	\$100		Includes oven, coffee maker & refrigerator
	Classroom	50	\$ 50	-		
	Chapel	50	\$100	\$ 50		Organ
	Library	25	\$ 30	-		
	Custodian		**\$50 1 st hour (\$30 for members)	\$ 30		**\$25 each add. hour (\$15 for member)

**Members Fee: members and children of members. **Money comes out of deposit for custodian fee.*

BASIC GUIDELINES

1. A separate deposit of **\$150** must accompany the request. The deposit will be returned if the facility is undamaged and in clean condition. The deposit will be retained to cover cleaning or damage, and the group/individual will be responsible for damage or cleaning costs required beyond the deposit amount.
2. The person completing the paperwork is solely responsible for everything that takes place on church property. This includes clean up as well as any damage compensation.
3. Approval for use by a group or organization is for a designated area and does not grant group access to the entire facility.
4. Smoking and the presence of alcohol is prohibited in the building and anywhere on church property.
5. Children must be under constant adult supervision. At no time are children permitted to be alone in any room of the church.
6. Groups requiring use of the sound system for the Sanctuary or dining room must have prior approval.
7. Use of resources (i.e., television, VCR/DVD player, coffee maker, etc.) is available upon prior request and agreement.
8. Groups are responsible for all drinks and refreshments, including paper plates, napkins, cups, etc. Church will provide garbage bags, cleaning supplies and use of dishes, serving utensils, punch bowl, or other pots/pans. The kitchen must be cleaned and items returned to their proper place. There is a replacement fee for broken items. NO food or drinks are allowed in the Sanctuary.
9. The individual/group requesting use of the facility is responsible for setting up of tables, chairs, etc. They are also responsible for resetting the room for the next scheduled event.
10. Our **PARKING** is at a premium, and your group must be notified **not** to use the *First Place Christian Center* of the *First United Methodist Church*, and is for the use of their members. **Please note:** from 8 am – 5 pm, Monday through Friday, the lot is used by the City of Troy, and violators **will** be towed.
11. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including but not limited to bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposed, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.

I have read the Basic Guidelines and agree to abide by them.

_____/_____
Signature of Applicant & Date of Application

The First United Church of Christ hereby grants the use of the facilities to the above named applicant.

_____/_____
Signature of Church Official & Date of Approval