

# Collegedale Community Church

## Facilities Usage Policy and Contract

The facilities of the Collegedale Community Church are available to members, non-members, other churches, schools, businesses, and nonprofit organizations.

Any expenses incurred due to damage to the facilities or equipment will be the responsibility of the person signing this contract.

Deposits will be kept if:

- 1) Any facility damage occurs, lights are left on after the event, garbage is not taken to the dumpster, or the area is not left in good order.
- 2) Any other area of the church is utilized by the group or individuals from the group. The lobby/foyer is only used to access the women's restroom. The furniture, piano, desks, wheelchairs, kiosk, tables, decorations, or any other items in the lobby/foyer are not to be used unless arrangements have been made and a fee has been paid.
- 3) The agreed-upon rental time allotment has been exceeded.

### Specific Information:

- 1) The moving of any furnishings will be arranged in advance with the church office (including the moving of the Fellowship Hall partitions)
- 2) The facilities manager must approve all decorations placed on the front stage. No nails or tape are to be used! Decorations MUST all be approved by the church office prior to use.
- 3) All decorations, foods, and personal items must be removed from the building the day of usage.
- 4) There is no storage space. Items must be brought and taken away on the day they will be used.
- 5) No food, beverages, candy or gum are allowed in the Sanctuary at any time.
- 6) The kitchen area is not available until the day of the function.
- 7) All church items used in preparation must be cleaned and put away.
- 8) Trash must be collected and disposed of in the church dumpster.

Security:

- 1) No open flames.
- 2) No smoking in the building. This is a smoke-free facility.
- 3) Children must always be under direct supervision.
- 4) Aisles and exits must be kept clear in case of an emergency.
- 5) Only the portion of the building being used will be unlocked.

Financial Matters:

- a) The deposit must be paid in full at the time of the reservation. The remaining balance must be paid in full prior to the reserved date or the contract will be voided.
- b) If the event is canceled, the fees will be refunded in full.
- c) Equipment or property damage will be the full responsibility of the persons using the facilities.

# Release and Indemnity Agreement

Now therefore, in consideration of CCC permitting \_\_\_\_\_  
(organization or individual name) to use the Collegedale Community Church facilities, I hereby agree as follows:

1. Organization or individual hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization's use of CCC. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization's use of CCC, the Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. The organization or individual represents that it carries standard general liability insurance coverage with a minimum of \$1,000,000 per occurrence. Upon request, the organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under the Organization's general liability policy.

## Acceptance of Responsibility

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur because of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of CCC, and I hereby consent to the Release and Indemnity Agreement.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_