

Compliance: Any group or organization granted use of the church facilities will comply with the following conditions:

1. CONDUCT: of all persons present in the church for that approved activity is your responsibility.
2. LIABILITY: for injury or damage resulting from your use is your responsibility. We will need verification of your insurance.
3. CLEAN-UP: general--after EACH event, this is your responsibility. If additional cleaning is required, you will be contacted for billing an additional amount.
4. CHAIR POLICY: in the Great Hall no chairs are to be moved or removed by anyone other than a person(s) designated by the Board of Trustees, there is a charge for this of \$100.
5. FURNISHINGS AND EQUIPMENT USED: need to be returned to the proper place or replaced.
6. KEYS TO THE CHURCH: the person specified on the application is responsible for use and return. The \$25. fee will be refunded upon the return.
7. VACATING THE CHURCH: Very important, please note: Applicant is responsible for the building.
 - a. All interior and exterior doors are to be closed and KEYED DOORS to be locked.
 - b. All lights are to be turned off except the hall light by the staff offices.

Clean-up deposit: A \$50. refundable clean-up deposit is required and will be refunded if conditions are met for cleaning.

1. For single use there is a fee of \$50. No key is issued and a designated person from the church will open and close for you.
2. For multiple use there is a fee of \$50., some or all of which may be refunded.

Rules and regulations:

1. Smoking is not allowed.
2. Alcoholic beverages are not to be used except for the use of wine during religious ceremonies..
3. Decorations or usage that might damage the aesthetic nature or function of the church is not permitted.
4. Any function, use or activity having a politically partisan nature is not permitted.
5. "Commercial" use is not permitted.
6. Any concerts or other fund raising activities that involve use of the church building and property will require a separate contract. This will be customized to the nature of the event and will include insurance and 501(c) 3 considerations.

Kitchen use: If for multiple use, the group should receive survey of the kitchen.

1. All equipment used is to be cleaned and returned to its place.
2. Floor is to be washed.
3. Counters, ovens, microwave, stove top and refrigerator to be cleaned.
4. All waste to be placed in trashbags and taken to bins outside.
5. No kitchen utensils are to be used for craft purposes.

Accepted by:

_____, signature
Building Use representative

_____, Please print

Accepted by:

_____, signature
Chair, Pilgrim Bd of Trustees or Pastor

_____, Please print