**STONE CHURCH OF THE BRETHREN**

CONTRACT FOR USE OF CHURCH

**General Building Usage** Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_

Set-up start time: \_\_\_\_\_\_\_\_ Clean up estimated completion time: \_\_\_\_\_\_\_\_

Event Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact you by email? yes or no

Number of persons expected to use building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a room preference? Which room? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you need any other equipment (#of tables, # of chairs, TV, etc.)

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

**You are responsible for your own set-up, including furniture. The church must be put back in order, as it was found before you leave otherwise there will be a custodial charge.**

Will this function be a fund raising activity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be an admission charge? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person responsible for clean-up:

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

Date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*We ask for a donation of $10 for groups under 25 and $25 for larger groups.

**Approved—Pastor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Church Property Team Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**General Policy—Building Use**

Stone Church of the Brethren

**Please keep this page for your records.** The following are general guidelines for usage of Stone Church facilities. Fees and charges do not apply to Stone Church activities or those of church sponsored groups. Since these are general guidelines, the Church Property Team may revise them for certain instances.

1. No smoking is permitted in the building.
2. No alcoholic beverages may be served in the building.
3. Church usage for moneymaking activities is permitted for church or church-sponsored groups and community related services upon approval.
4. All church activities must be scheduled in advance through the church office.
5. All church activities must be cleared through the Church Property Team. A written request indicating the times, dates and purpose of the activity should be submitted to the church office.
6. Church property may be borrowed for use off premises only with authorization of the leader of the Church Property Team. Borrowed property should be checked out and in through the Church Property Team leader or church office.
7. The above refers to kitchen items as well—they may not be taken out of Stone Church without permission.
8. If a meeting is scheduled for a time when the office is not open, the person in charge may sign out a key from the church office. The person with the key will be expected to secure the building, turn out the lights and lock the doors before returning the key.
9. Church office hours: Monday through Friday—8:30am-12:30pm
10. Stone Church welcomes community groups to use its facilities. We ask a donation of $10 for groups under 25 and $25 for larger groups.
11. Users of the facilities are expected to report and pay for any breakage or damage.
12. The church reserves the right to charge for extra custodial services when they are required.
13. You are responsible for your own set-up, including furniture. The church must be put back in order, as it was found before you leave otherwise there will be a custodial charge.