

The Chapel Use of Building Agreement for Non-Chapel Functions

Approval for Use of Facilities _____ Staff

Usage (Check One)

1. Ministry: _____
2. Non-Ministry: _____

Procedure to Reserve Building

1. Contact the church office
2. Establish date, preferably three months in advance
3. Sign this Use of Building Agreement
4. Complete Facility Use Form (Attached)

Final Arrangements

1. Conclude arrangements 30 days in advance for the following:
 - a. Areas of building to be used.
 - b. Sound system requirements

Restrictions

1. No smoking on premises
2. No alcoholic beverages allowed
3. No dancing
4. Missing or damaged equipment will be the responsibility of the party making the reservation for facility use

(Initial agreement)_____

Cleaning Procedures

1. Cleaning of the facilities and restoring furniture and equipment to normal conditions for Sunday use will be performed by our custodian.