

Fairlawn Community Church and Community Center
Facilities Use and Rental Policy and Agreement

Facilities Use and Rental Policy

God has provided our facilities and equipment through the faithful stewardship of the members and friends of Fairlawn Community Church (referred to hereinafter as "FCC") past and present. We have a responsibility for maintaining and caring for this property, its buildings and equipment. However, we recognize that these things also give us an opportunity to serve our Lord, our congregation and our community. We are pleased that our buildings and our equipment can be useful to various groups both within and outside the fellowship of FCC.

The buildings and equipment of FCC are also available for use by groups and organizations whose purpose and activities are in keeping with the ministry, mission, purpose, and values of FCC and our denomination, the Christian & Missionary Alliance. Conversely, our buildings and equipment are not available to organizations whose purpose and activity is contrary to our mission, ministry, and purpose.

Facilities Use and Rental Agreement

Scheduling and cost:

- Minimum scheduling time is 2 weeks prior to the event and subject to availability. The event scheduling for FCC ministries supersedes the scheduling of private parties, but once you are approved, the time is yours.
- The rental fee is \$100.00 per scheduled hour of the event; 2 hour minimum. Parties are allowed an additional ½ hour before and after for setup and cleanup/exit. Payment methods and procedure will be communicated by the Facility Coordinator.
- Each Area of our Facility requires a separate rental fee (ex: Indoor Playground and Café is considered 1 area; the Gym is a separate area and fee). Discounts for multiple areas are available.
- A booking deposit of \$100 is required when FCC approves this Agreement following an in-person meeting with the Renter/User and the FCC representative. This deposit amount will be applied to the rental fee balance which is due before the event. During this meeting, all areas of use, equipment, fees, policies and procedures will be confirmed.

Event Policies:

- The User/Renter agrees to abide by all rules and regulations set forth by FCC, including but not limited to no alcoholic beverages, illegal drugs, vaping or smoking on church property at any time. An FCC representative will be in attendance for the duration of your event.
- For all activities held at FCC, each participant must provide a completed **Activity Participation Agreement Form**. Forms are available online or from an FCC representative. Please have all attenders to any activity, especially parents/guardians of minors, bring a completed and signed Form to the event.
- The Indoor Playground rules and regulations are posted and must be agreed to by the User prior to booking. The maximum number of children and adults in the Indoor Playground area is 49. Socks must be worn in the Playground - no shoes or bare feet are allowed. Socks are available for purchase, if needed.
- Any decorations must be free standing or tabletop decorations. Nothing may be fixed to the walls, ceilings, or any fixtures or furniture by any means.
- You will only be provided access to the area(s) specified in the Agreement and the adjacent restrooms.
- You must begin leaving and carrying out your things at your scheduled end time. Setup for the next event begins right as yours ends. Please have your items (food, gifts, decorations, etc.) including trash, gathered and ready to be removed as soon as your party is over.
- FCC is not liable for loss by any cause. FCC assumes no responsibility for the use of the facilities and has no liability to the User for such use; furthermore, the User agrees to indemnify and hold FCC harmless from all third-party claims, liability or damages arising out of such use.
- The individual or group sponsoring the event shall assume fiscal responsibility for any damage incurred to the building or furnishings during use. FCC reserves the right to request that the User obtains General Liability Insurance of at least \$1,000,000 in which FCC is listed as an "additional insured" party.

Food and Drink:

- FCC will not be involved in any food preparation for the party/event.
- The Café appliances, equipment and supplies are not available to the rental party for use.
- You are responsible for providing your own food, if any will be served, as well as all service utensils and tableware.

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EVENT DETAILS

Date: _____ Time from: _____ to: _____

Person/Organization booking event: _____

Address: _____

Contact Phone: _____ email: _____

Type of function: _____

Area(s) of Facility and/or Equipment Requested: _____

Anticipated number of guests (children and adults): _____

AGREEMENT OF FACILITIES USE POLICY AND TERMS:

Signatures on this form indicate the agreement of the User to the terms and conditions, and approval of the application by FCC Authorized Personnel.

User/Renter Signature: _____ Date: _____

FCC Approval: _____ Date: _____

Deposit Received: \$ _____ Date Paid: _____ Received by: _____

Total Rental Fee: \$ _____

Note: Payment in full is due prior to the start of the Event.