

BEREA BAPTIST CHURCH

Usage Agreement for the Fellowship Building and Grounds

The Berea Baptist Church Fellowship Building and grounds are a part of Berea Baptist Church and are to be always used according to Christian principles. ***Berea Baptist Church is a non-profit, tax-exempt organization and, therefore, this facility cannot be used for personal or professional monetary gain.***

THE FOLLOWING MUST BE COMPLETED BEFORE LEAVING:

1. Clean stove, counter tops, microwave and sinks.
2. Sweep and mop up any spills.
3. Wash/dry any glasses or silverware and put back where found.
4. Place tables and chairs back in their proper places.
5. Remove garbage and replace liners.
6. Check that both bathrooms are presentable.
7. See that stove, fans and lights are turned off. Return heat or air back to the original temperature. {65° - heat, 75° - air} Using the arrows, move up or down to desired temperature.
8. Make sure that all doors are locked and alarms are set.
9. Check that the grounds are left as found.

NOTE: The person requesting use of the building will be responsible for supplying their own disposable items such as paper plates, paper cups, napkins, paper towels, etc.

I, _____ being the responsible party, agree to abide by the rules and regulations governing the use of the Fellowship Building and grounds. I understand that I am responsible for the actions of all individuals present and for any damages that might occur during the use of the building and/or grounds as well as any equipment brought onto church property. I also understand that after I am finished with the building, it is my responsibility to see that it is left clean and orderly in accordance with the above rules. I agree to submit a security deposit of \$50.00, which will be returned within 7 days of the scheduled event, if the building/grounds are left in a clean condition and ready for use. I hereby understand that Berea Baptist Church, and the members thereof, will not be held liable for any personal injuries or property damage sustained by me or any guests while we are using the Fellowship Building or grounds. The church has the right to deny me future use of the Fellowship Building or grounds if I cannot abide by the regulations.

Responsible Person _____

Phone Number _____

Date and Time Requested _____

Security Deposit Remitted on _____

Security Deposit Returned on _____

This form along with a \$50.00 security deposit is to be turned into the church office one week prior to the event to ensure your reservation. The key can be picked up 5 days prior to event and must be returned within 2 days after event. If this form and/or security deposit is not turned in within the said time frame, the reservation will then be cancelled.