

First Christian Church Event Use Contract

Date & time of event: _____

Description of event: _____

Check all that apply:

- Use of sanctuary
- Use of fellowship hall
- Minister of Music present (\$100)
- Reception Coordinator requested (\$100)
- Minister to Officiate requested
- Closing of parking lot the night beforehand

Costs:

A donation to the church in the amount of \$100 and a janitorial fee in the amount of \$100 (any cleaning over four hours will be charged additionally at the custodian's current hourly rate) are standard for a total of **\$200**.

Additional services such as (1) the minister of music if music is requested for the service and (2) a reception coordinator if requested use of fellowship hall, prior decoration and preparation, etc is made. Each is an additional cost of \$100.

Use Stipulations:

- No birdseed, rice, glitter, or other fine items.
- Dripless candles only with proper holders and drop cloths.
- Use is limited to the day before and the day of unless otherwise noted.
- Moved furniture must be returned to their initial location
- Pew clips must be used, no tape will be used on wood or walls.
- No nails or other permanent changes to the building are permitted.
- Music minister must be consulted before using or moving any parts of the soundsystem.
- No keys will be given out, opening and closing the building will be at prearranged time with a leader of the church.
- No alcoholic beverages.
- If reception coordinator is used, guests must provide her with their own decorations or trust the best discretion of the coordinator. Her discretion will also be honored as to the scope of decoration.
- Use of kitchen items, linens, etc will only be permitted upon pre approval.
- First Christian Church will not be liable for any injuries received on the premises.

I have read and understand the conditions of this contract and will abide by them. I understand that I will be responsible for any damage done to the building during the function. First Christian Church will not be liable for any personal injuries occurred as a result of my use of the facilities.

Signature

Today's Date