

## Collinsville Christian Church Building Use Form

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

For what purpose will the building space be used?

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

Time of Event: Begins at \_\_\_\_\_ am or pm Ends at \_\_\_\_\_ am or pm

Please designate specific areas you or your group will use:

\_\_\_\_ Sanctuary  
\_\_\_\_ Fellowship Hall  
\_\_\_\_ Kitchen  
\_\_\_\_ Classroom (how many?) \_\_\_\_\_  
\_\_\_\_ Outdoor (front or back) lawn space \_\_\_\_\_

How many people will attending your event? \_\_\_\_\_

How often will the space be needed?

\_\_\_\_ 1 time  
\_\_\_\_ Weekly (what day of the week?) \_\_\_\_\_  
\_\_\_\_ Monthly (what day of the month?) \_\_\_\_\_

Expected date or dates of use: \_\_\_\_\_

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

Will the kitchen or set-up/cleanup be needed? \_\_\_\_ yes \_\_\_\_ no

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

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

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

Phone Work: \_\_\_\_\_

Phone Home: \_\_\_\_\_

Phone Cell: \_\_\_\_\_

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

Church Member: \_\_\_\_\_

Relationship: \_\_\_\_\_

Facility Needs (Circle any that apply):

I. Sanctuary

- a. Sound/Video Technician
- b. Piano
- c. Candles/Candle Standards
- d. Other

II. Fellowship Hall

- a. Table Service
- b. Kitchen Facilities

III. Kitchen

- a. Ovens
- b. Fridge
- c. Freezer

**\*\*\*The church does not provide dishes or silverware. You must provide you own.**

Number of tables needed: \_\_\_\_\_

Number of chairs needed: \_\_\_\_\_

IV. Classrooms

- a. Tables
- b. Chairs
- c. Lectern
- d. White Board

You must contact the Church Minister or Board Chairman at least 24 hours before scheduled event if changes are made.

Name of person completing form: \_\_\_\_\_

Additional information:

## **Collinsville Christian Church Building Use Contract**

This Building Use Contract is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Collinsville Christian Church and \_\_\_\_\_.

CCC provides meeting space for non-church functions as a service to the congregation. As a non-profit entity, the church seeks to recover only costs related to use and maintenance.

Accordingly, the parties hereto agree:

1. Group is granted permission to use the facilities of CCC on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ for the purpose of \_\_\_\_\_ (the Event).
2. Group agrees to comply with all rules and regulations regarding the use of the facilities of CCC as set forth in the CCC Building Policy.
3. Group/Person responsible agrees to a security/cleaning deposit of \$150.00 payable upon application. This deposit will be refunded after completion of your one time event and satisfactory inspection of the building and any rooms used. If building and rooms are not cleaned according to agreed upon cleaning policy, deposit will be forfeited to pay janitorial fees.  
  
If you prefer, you may choose to hire our in house janitor to clean up after your event. The fee for these services is \$200.00, payable upon application.
4. In the event of damage to church property during Group's use of the facilities, Group shall pay for such damage in such amount as is determined by the Church Board in its sole discretion. Any building damage deposit paid by Group shall be applied to any such damage, and Group shall be responsible for any balance.
5. No notice or publication of the Event conducted at CCC will be made without the written approval of the approved church representative.
6. Group agrees that the Event is not sponsored by CCC, and CCC does not extend coverage for medical payments in case of injury to anyone attending the Event. The obligation for any and all medical care shall be the responsibility of the individual and/or Group and the cost of medical care shall be paid by that individual and/or Group.

The undersigned Group has read and understands all of the above guidelines and requirements and agrees to abide by them.

Collinsville Christian Church

By: \_\_\_\_\_

Its: \_\_\_\_\_

Group

By: \_\_\_\_\_

Its: \_\_\_\_\_

## **Guidelines for Use and Cleanup of Building Space(s)**

The building and any/all spaces used are to be cleaned according to the following guidelines.

### **Sanctuary**

Room (floor, stage and stage steps) to be vacuumed.  
Vacuum to be run between pews  
Stage to be returned to pre event setting

### **Fellowship Hall**

Church table cloths to be placed on each table  
Chairs to be placed upside down on 6-7 tables  
Extra tables and chairs to be put away in storage area  
Entire floor to be swept and mopped  
Trash to be taken out  
New trash bags to be placed in trash cans

### **Kitchen**

Anything belonging to the church that was used is to be washed, dried and put away  
Excess food to be removed and thrown away or taken with you  
All counter tops to be washed down with bleach water  
All prep dishes and utensils to be washed and put away  
Kitchen to be left in ready to use condition

### **Outdoor Spaces**

All trash to be picked up and thrown away  
Any tables/chairs or other set up to be removed  
All signs to be removed and taken with you (do not put in trash cans)

I/we agree that I/we am/are responsible for (name of event)

\_\_\_\_\_ to be  
held at Collinsville Christian Church on (date)\_\_\_\_\_ and  
that we agree to the following:

1. We have paid \$150.00 deposit and will clean the building and/rooms used ourselves.  
Deposit is refundable if building is cleaned according to guidelines and does not have to be re cleaned.

OR

2. We have paid \$200.00 janitorial fee and will clean up and remove anything we bring into the building. (Cleaning of building/rooms/lawn is not required if you choose option 2.)

Signed:\_\_\_\_\_ Date:\_\_\_\_\_