



Conditions for Use of Church Building

1. First Christian Church (hereafter “FCC”) requires a usage fee of \$500.00 per event. A wedding and reception are separate events. (Wedding rehearsals incur no additional expense.)
2. FCC requires a security deposit of \$250.00, in addition to the usage fee. This deposit will be held and returned within 10 business days of the event if the building and all property are left in a satisfactory “same” condition as they were prior to the event and the event is held within the scheduled time frame (people do not arrive prior to nor depart later than the agreed upon usage as stated on the Building Use Agreement form). Restroom and Kitchen clean-up materials are provided by FCC and must be returned to previously designated areas upon completion of use.
3. Events will be scheduled for a maximum of four (4) hours, subject to the following: Saturday and Weekday events will not be held before 8 am nor exceed 10 pm. Sunday events will not be held before 2 pm nor exceed 10 pm. A wedding and reception are separate events and the combined maximum scheduled time is eight (8) hours.
4. The following rooms are designated for use with the Main Floor Contract: the Auditorium, the Nursery, & the Restrooms. Use of other areas (baptistery, storage rooms, class rooms), requires special, pre-approved permission (and an additional fee may be incurred).
5. The following rooms are designated for use with the Fellowship Hall Contract: Fellowship Hall, the Kitchen, & the Restrooms. Use of other areas (baptistery, storage rooms, class rooms), requires special, pre-approved permission (and an additional fee may be incurred).
6. All events and conduct must be consistent with Christian character and teachings.
7. No alcoholic beverages are to be consumed anywhere on FCC property.
8. Music and dancing will be permitted within acceptable Christian standards. Music and/or dancing of an offensive, vulgar, and/or pornographic nature is strictly prohibited (no exceptions).
9. Smoking is confined to the exterior of FCC away from sidewalks and entrances.
10. The Fellowship Hall Contract includes the use of church tables (6’) and chairs (metal folding). The renter is responsible for all table coverings, dinner ware, and kitchen cookware. Two stoves are available for use in the Kitchen.
11. Decorations in the Fellowship Hall are limited to free standing floor decorations, table decorations, and items that can be hung from the drop ceiling. No tape, adhesives, staples or push pins are to be used on walls, doorways, or poles.
12. Granite countertops in the Kitchen and Ladies Restroom need to be cleaned with special cleaner (located under the sink in the Kitchen). No abrasive cleansers, bleach, or glass cleaner is to be used on the countertops.
13. All trash from the Fellowship Hall and Kitchen needs to be removed and placed in the dumpster outside the back doors of the building.

14. Any check(s) returned by the bank will cancel the scheduled event. It is the renter's responsibility to contact FCC regarding a returned check(s). Renter(s) will be responsible for bank fees charged to FCC as a result of their returned check(s). Any rescheduling of the event must be paid for by cash only (including bank fees for previously returned checks) and must be in compliance with all other parts of this agreement.
15. This signed contract with all fees (including deposit) must be submitted no later than 3 months prior to the scheduled event(s). Cancellation of any scheduled event(s) must be in writing and received by FCC six (6) weeks prior to the scheduled event. All cancellation notices not received six (6) weeks prior to the scheduled event(s) may result in forfeiture of deposit. Non-notification of cancellation of scheduled event will result in forfeiture of deposit and usage fee.
16. The deposit will be returned if, following an inspection by an FCC official, said official determines that the church building and grounds have been cleaned, Church contents/property are undamaged, and the building is vacated within the agreed upon time.

