

Building Usage Agreement
Member Usage – Non Church Sponsored Events

Trinity of Fairview
646 Concord Road
Fletcher, NC 28732
828-628-1188

Today's Date _____

Name of Individual or Organization: _____

Contact Person _____ **Home Phone** _____ / **Cell** _____

Address _____ **City** _____ **Zip** _____

Area Requested: **Family Life Center** _____ **Children's Kitchen** _____

Description of Event _____

Activities that will be conducted during use: _____

Date	Day	Time	Total Hours

- By signing below, the applicant agrees to abide by all the regulations set forth on the back of this form and accepts responsibility for repairing any damage done to Trinity of Fairview property as a result of usage.

Applicant Signature: _____ **Date** _____

Building Usage Guidelines

Our facilities are an important part of the ministry here at Trinity of Fairview. We are pleased that you want to use our facilities, but please look over the guidelines below and make sure you understand your group's responsibilities.

- Adult (age 18 or over) supervision is required for all events.
- If you do not have a key, pick one up in the church office during regular business hours a day or two before the event. Never allow anyone else to borrow the key. You are responsible for returning the key to the office within two days after event.
- Unlock only the necessary doors for your group.
- Events users are to bring their own consumable supplies (plates, napkins, tea, coffee, ice, paper towels, cups, utensils, etc).
- You will not have access to the kitchen area. If kitchen access is required, please make arrangements with the church office.
- Electronics are not available for use during personal events.
- After your group leaves, be sure the floors are clean. Vacuum and mop if necessary.
- Empty all trash receptacles and place in dumpster located on church property.
- Shut off all lights; check all doors to make sure they are locked. Even if someone else opened them, treat it as though you are the last person in the building.
- Please report any damage to the church office immediately. Any damage to the building and its contents is the responsibility of the group or individual using the facility. The facility will be inspected by church personnel prior to and following each use.
- Users should notify the church office if they are unable to use the building at their agreed upon time.

Note: These guidelines are a condensed version of the building usage agreement that is outlined in detail in the church operations manual. If you do not have a copy of the church operations manual, please request one from the church office.