

# EFFINGHAM UNION CHURCH FACILITY "USE AGREEMENT"

## GROUP OR INDIVIDUAL MAKING REQUEST:

Name (group/individual): \_\_\_\_\_ Date: \_\_\_\_\_

**Contact Person Information:**

Name: \_\_\_\_\_ Day Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Night/Cell Phone: \_\_\_\_\_  
 City/state/zip: \_\_\_\_\_ Email: \_\_\_\_\_

### FACILITY REQUEST:

**Building(s) requested:** Church Sanctuary- Church Basement- Education Bldg.- with classrooms- Park Stand-

**Purpose of use (describe):** \_\_\_\_\_

**Beginning time/date:** \_\_\_\_\_ **Ending time/date:** \_\_\_\_\_ **Reoccurring interval:** \_\_\_\_\_

### SUGGESTED DONATION DAILY SCHEDULE

Facility requested	Suggested Minimum Donation	Cleaning Deposit
Church Sanctuary	\$25.00	\$50.00
Church Basement	\$25.00	\$50.00
Education Building (excludes classrooms)	\$25.00	\$50.00
Education Building (includes classrooms)	\$45.00	\$50.00
Church Stand (only in warm months)	\$25.00	\$50.00

The undersigned representatives of the Effingham Union Church (hereinafter referred to as **EUC**) and the organization or individual making the request (hereinafter referred to as **Guest**) agree to the following Terms of Use Agreement in consideration for the privilege of using the above described facility/facilities.

### TERMS OF USE AGREEMENT:

- 1 A signed "Use Agreement" shall be delivered to an authorized representative of the **EUC** along with any **Donations and Deposits**. Said donations and deposits should be made payable to the Effingham Union Church. All documents should be mailed to Effingham Union Church, P.O. Box 303, Effingham, KS 66023, dropped by the church office or hand delivered to a designated representative of the **EUC** \*.
- 2 **Donations and Deposits** will not be accepted from any Non-Profit Organizations (NPO) that serve the public good and provided however, the NPO has a history of leaving the facilities clean and neat after EACH use.
- 3 **EUC**, upon receipt of the aforementioned signed **Use Agreement, Donation and Deposit**, will confirm a reservation for the use of the facilities and provide Guest with a key to the designated facility.
- 4 **Guests** agree upon the completion of their use of the facilities to:
  - a. Leave the facility clean, neat, and with all furnishings returned to their original locations. Any trash generated by the **Guests** are to be removed from the premises. All cleaning is expected to be completed immediately after the activity. The floor should be swept of all dirt. In some cases, the floor will need to be mopped. Cleaning supplies are kept in the closet and available for Guest's use.
  - b. Return thermostats to settings as prescribed by signage nearby.
  - c. Lock and secure the facility.
- 5 The facilities used will be inspected for cleanliness and physical damage by a designated representative of the **EUC**\*. If the facilities are found in good order and the key is returned, the cleaning deposit will be returned. The decision as to cleanliness rests with the inspector, whose decision is final. Should damage be found to the property, the person/organization signing this agreement will be responsible for the costs of repair. The **EUC** property management committee will determine the cost of repair.
- 6 No smoking will be allowed in any of the facilities. Alcoholic beverages are banned from the church property.
- 7 Usage of the facilities is confined to the purpose stated above and the person signing below states they will be present for the entire function and enforce the restrictions and assure compliance with the Use Agreement.
- 8 Cancellation requests must be received by the **EUC** church representative noted below at least one week prior to the event, if Guest expects a refund of a donation.
- 9 All use requests are subject to approval of a designated representative of the **EUC**\*.
- 10 Guest acknowledges that **Funerals** have priority for use of church facilities. If the facility is needed for a funeral, you need to be prepared to have your event postponed or moved to another location.
- 11 Facility reservations are handled on a first come basis. Availability is determined by the Church Calendar maintained on the church's web site located at [www.thenewsleaf.com/EUC.htm](http://www.thenewsleaf.com/EUC.htm). The **EUC** designated representative (\*) will check the calendar before confirming any reservation and executing a Use Agreement.
- 12 NPO's using the facilities on a reoccurring schedule need to make a new request each year.
- 13 Donations and deposits are not to be construed as rent for the facility but as a reimbursement for the cost of providing the utilities for its use.

**I have read the above terms and agree to abide by them**

**Effingham Union Church**

  X    
 Person or group representative making request      Date

  X    
 Designated Representative of EUC      Date  
 Phone # \_\_\_\_\_

\* A designated representative of the **EUC** can be the pastor, secretary, or any member of the property and management committee. This form approved by the Board of Directors of the Effingham Union Church on February 13, 2012

## CHECK LIST FOR GUEST OF EUC

- Read Use Agreement
  - Complete and sign Use Agreement
  - Pay Deposits to EUC
  - Observe condition of facility and location of furnishings immediately upon entrance. If any problems are discovered, call designated representative of the EUC.
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- Enjoy facility.
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- Clean facility of all debris, sweep floors and mop if needed.
  - Return furnishings to original location.
  - Return thermostats to position as described by signage nearby.
  - Close windows
  - Make sure all classroom doors are closed.
  - Make sure no water is running from any fixtures.
  - Turn off lights.
  - Remove all trash from building.
  - Lock all doors.
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- Return keys to designated representative of EUC.
  - Report any problems or facility inadequacies.

This form approved by the Board of Directors of the Effingham Union Church on March 9, 2014