**Yearly Building Use Contract**

Event/Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Primary Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secondary Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event/Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_ Begin Time:\_\_\_\_\_\_\_\_\_\_ End Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set-Up Date of Event/Activity:\_\_\_\_\_\_\_\_\_\_\_ Set-Up Time:\_\_\_\_\_\_\_\_\_ Departure Time:\_\_\_\_\_\_\_

 Room(s) Needed:

\_\_\_Dining Room \_\_\_Kitchen \_\_\_Large Meeting Room \_\_\_Small Meeting Room

\_\_\_Gymnasium \_\_\_Sanctuary \_\_\_Walking Track

Other Services Event/Activity May Require:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Building Use Policy and Procedures**

Initial each line

\_\_\_1. There is to be one responsible party for the use of the facility. This person will be accountable for scheduling and room arrangements, proper use of the building, clean-up and securing the building upon leaving, if necessary.

\_\_\_2. All set-up and decorating is to be done the day of the event or possibly the day before if there are no scheduling conflicts.

\_\_\_3. All attitudes, actions, and language shall be appropriate. No smoking, gambling, alcohol or drug use will be permitted on the church grounds.

\_\_\_4. Rooms are to be returned to their original condition. Pick up and dispose of all trash. Return furniture to the way you found it.

\_\_\_5. Children and youth must be supervised at all times. Children are not allowed in facility until group leaders are present. If additional rooms are needed for childcare, you must request the space. Please remember not to let children and youth pound on room instruments, including the piano.

\_\_\_6. If you require the use of the kitchen, you are held responsible for understanding the kitchen policy. The kitchen supervisor must be present at your event/activity if using Goodrich United Methodist Church license. You may obtain your own license from the Genesee County Health Department or cater your event/activity. A copy of the license of the caterer or health department needs to be turned into the church office no later than 1 week prior to your event/activity.

\_\_\_7. Your event/activity may require a copy of your insurance policy with Goodrich United Methodist Church listed as additionally insured. A copy of your insurance policy must be turned into the church office no later than 1 week prior to your event/activity.

\_\_\_8. Unless you are using our facility for piano lessons, please make sure children and youth do not access building through piano room door.

**Violation of these rules may result in termination of this contract.**

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Facility Manager Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

Kitchen Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

(if required)

Total Rental Fee:\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid:\_\_\_\_\_\_\_\_\_\_\_\_

Trustee Approved September 13, 2016