

Flushing Community Church of the Nazarene Building Use Agreement

Name of Organization: _____

Contact Name: _____ Day Ph: _____

Address: _____ Cell Ph: _____

City: _____ Zip: _____

Email Address: _____

Name/Type of Event: _____ # people: _____

Date requested: _____ Time needed: _____

Is this a recurring event? Yes No If Yes, beginning date: _____ ending: _____

Rooms being requested: *(check all that apply)*

Foyer Gymnasium Classroom #3 (no kitchen) Classroom #4 (with kitchen)

Profitability: Not for profit use (teams, parties, dinners, etc) For profit (charged fees, business, etc)

Fees: \$10 per hour for single area usage; \$15 per hour for two or more areas (see #7 below)

Building Use Guidelines:

Please read and review every area of our Building Use Guidelines carefully. As a church community, we feel blessed and honored to make our facility available to those in our community for a nominal donation. However, we reserve the right to charge additional fees for anyone or any organization that does not follow the guidelines as described below. Questions will be received by our Church staff.

- 1) Access to the church building will be gained through the key box located on the front door. Once you've been given the key code, you are not to give it out (without permission) to anyone else in your organization. We appreciate your help in keeping our building safe and secure at all times.
- 2) It is your responsibility to return items in the building to the condition in which you found it or better. If tables or chairs were moved to accommodate for your group, please return those items where you found them.
- 3) All trash should be picked up and placed in the appropriate receptacles. If trash is overflowing, it is appreciated if the liner can be removed and placed in the dumpster located near the parking lot. Additional liners are available in the bottom of the trash can or in the kitchen.
- 4) If the kitchen is used, please be sure to use cleaners (below the kitchen sink) to wipe down countertops, tables and other surfaces used. Towels should be left drying or in a plastic bag for cleaning. If you choose to take the towels home for cleaning, please return them promptly.
- 5) You, and or your organization, will be responsible for any broken or missing items in the church. Accidents happen. Please notify the church office in the event that something is lost or damaged.
- 6) If athletic events are taking place, ALL athletes and coaches MUST fill out and return an Athletic Release and Waiver of Liability Form. It is the coaches/coordinators responsibility to ensure that this is done for every athlete. Forms should be turned in to our office or by using the small deposit box located in the airlock.
- 7) All contributions should be given before date the facility is being used. Checks or cash can be deposited at our Administrative Offices (5103 Pierson Road – Salem Dental Building), or by using the small deposit box located in the airlock of the building. We appreciate your understanding in regards to these nominal fees that will be applied toward our building maintenance, cleaning and utilities.

Signed: _____ Date: _____

Please submit signed Building Use Agreement at least 2-4 weeks in advance of your scheduled event to:
Flushing Community Church, PO Box 264, Flushing, Michigan 48433 | Questions? Call 810.732.0282
Checks should be payable to "Flushing Community Church of the Nazarene"