

Facilities Use Agreement
Community Bible Church
1400 N. Cedar Street, Abilene, KS 67410
Office: (785) 263-4025

This agreement by and between Community Bible Church 1400 N. Cedar Street, Abilene, KS _____
("Owner"), and _____ ("User")
Owner's Name Owner's complete address
User's Name User's complete address

will take effect on the _____ day of _____ and will continue for a period of _____.
Day Month Year Time period

User desires to use the _____ area of the facilities for the purpose of _____, and WHEREAS, Owner has agreed to allow User to use the facilities, provided that the following terms and conditions are met.

IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:

1. Owner agrees to let User use the above-described premises for the above-described purpose on _____
Describe times and days of usage Name and Owner's contact person/Phone

is the contact person for Owner and _____ is the contact person for User
Name of User's contact person/Phone
to coordinate the details of usage.

2. User agrees to pay Owner \$ 200.00 _____ cleaning deposit (refundable) for the use of the premises.
Amount

See suggested freewill donations and User fees on Page 3, Item #9 of this agreement.
In consideration for the benefit of using Owner's facilities, User agrees to abide by all the terms and conditions of use described in this agreement.

3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above-described facilities.
4. User agrees that it will not use the premises for any purpose that is not consistent with the church values and mission of Community Bible Church, the Owner.
5. User agrees to abide by any guidelines for the use of the premises that are attached to this agreement.
6. User agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending user's function at the above-described facilities.
7. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, illness, exposure to infectious/communicable disease, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.

8. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits. (See attached Cleaning Checklist for details.)
9. In the event that either Owner or User must cancel this agreement, User will be entitled to a full reimbursement of any deposit or donation that User has paid.
10. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
11. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this _____ day of _____, _____.

Day

Month

Year

OWNER

USER

Signer's Name

Signer's Name

Position with Owner (title)

Position with User (title)

Approved By: (Name)

Date of Approval

Community Bible Church – 1400 N. Cedar St., Abilene, KS
Guidelines for Building Use

- 1) Use of Community Bible Church facilities shall be approved by the Elders board.
- 2) All uses shall be consistent with Church Values and Mission.
- 3) A Church representative will operate the Audio-Visual equipment at a fee of \$50.00 per operator.
- 4) Adult supervision of all children ages 12 and under is required at all times/locations.
- 5) West exterior stairs are for emergency exit only. Do not utilize or allow children to play on them.
- 6) Only necessary uses of the elevator.
- 7) Return spaces used to the set-up and condition in which they are found. (See Cleaning Checklist below)
- 8) Report damages or facility issues to the Contact Person or Owner immediately.

Cleaning Checklist

- Vacuum/Sweep
- Wipe Counters/Tables
- Wash/Dry dishes
- Take out trash, replace garbage bag
- Place used towels/rags in wash tub
- Clean coffeemakers/pots if used
- Turn off lights and lock doors. Return any key provided to the Contact person or the CBC office.

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Cleaning Deposit: \$200.00

Suggested Donation: Fellowship Hall - \$100.00  
Kitchen - \$50.00  
Classroom - \$25.00  
Sanctuary - \$500.00