



# CHURCH FACILITY AGREEMENT

Please return completed form to the Church Office at least three weeks in advance of date requests to confirm your reservation.

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith (reference: GREFC's Constitution and Bylaws).
2. I will be personally present during all usage of the church facilities (e.g. setup/decoration, event and tear down).
3. To the best of my knowledge, the purpose for which I am requesting the use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
4. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
5. I understand that upon approval of my facilities use request, I will need to provide any fees required by the church.
6. I understand the use of the church facilities is subject to the Executive Board's approval.
7. I understand that I will be responsible for any damages to the church facilities resulting from the proposed use of facilities.
8. The church believes disputes are to be worked out between parties without recourse to the courts. Users of the facilities agree to attempt resolution of any disputes through Christian meditation.

Facility Use Indemnity and Hold Harmless Agreement:

\_\_\_\_\_ agrees to the following:

1. The facilities will be used according to the policies of Grand Rapids Evangelical Free Church as set forth in the Church Facility Use Policy.
2. \_\_\_\_\_ will be responsible for the conduct of those coming to or participating in the activity for which the facilities are reserved and will be used.
3. \_\_\_\_\_ will be responsible for any damage beyond normal wear and tear that may occur as a result of the activity or \_\_\_\_\_'s use of the facilities.
4. \_\_\_\_\_ will indemnify and hold harmless Grand Rapids Evangelical Free Church from all liability and each demand, cause of action, loss, cost, damage and expense (including without limitation mediation fees, reasonable attorney fees, and costs of litigation) incurred by Grand Rapids Evangelical Free Church from a default or any other action by \_\_\_\_\_, in connection with, or growing out of, this Agreement or \_\_\_\_\_'s use of facilities.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
On Behalf of Organization (where applicable)

## KITCHEN & COMMUNITY ROOM CHECKLIST

**Please be sure that the following items are completed before you leave.**

- \_\_\_\_\_ 1. All tables are cleaned and dried and returned to original room set-up or storage.
- \_\_\_\_\_ 2. Chairs are inspected for spills/damage and returned to original room set-up or storage.
- \_\_\_\_\_ 4. All dishes, pots, pans and utensils are washed, dried and returned to proper storage places.
- \_\_\_\_\_ 5. Stovetops washed cleaned.
- \_\_\_\_\_ 6. Oven wiped clean (if used).
- \_\_\_\_\_ 7. Microwave washed clean of spills and spatters.
- \_\_\_\_\_ 8. Kitchen floor swept.
- \_\_\_\_\_ 9. All leftover food given away or disposed of. No food is to be left in the kitchen.
- \_\_\_\_\_ 10. Inside trash can bags tied and taken to dumpster.
- \_\_\_\_\_ 11. Trash cans relined with proper size bags (which are kept in Custodial Closet B).
- \_\_\_\_\_ 12. Carpet inspected and any spills wiped up immediately. Please inform office if you cannot get any spills out.
- \_\_\_\_\_ 13. Heating or air condition adjusted or turned off at the thermostat on the wall of Community Room.
- \_\_\_\_\_ 14. All lights turned off, including lights in bathrooms.