

Gahanna Community Congregational Church Facility Usage Agreement

We are pleased and excited to have a building not only for our worship, fellowship, and ministry, but also as a means of connecting and partnering with our community, and to have as a resource we can make available to others. As a building partner, we ask that you join us in a mutual agreement that ensures this building fulfills a useful purpose for all those who might seek to utilize it. Thank you.

Building Partner Agrees To:

- 1) Timely Requests and changes: Turn in usage requests and any changes to an ongoing usage schedule with as much advance notice as possible.
- 2) Rate discounts and Church Event Needs: Abide by all decisions made by the senior pastor (with confirmation by committee as needed upon appeal) regarding the qualifying status of my group or event for donation rate discounts, as well as any rescheduling or cancellations that are needed to be done of my event due to the church needing use of the building for its own event.
- 3) Facility Use Restrictions: Restrict event functions and building/equipment usage to the parameters described on the event/ongoing usage application or notify GC3 office with as much advance notice of any changes. Because some type of groups and events can qualify for discounted or free building usage, it is especially important to ensure equity that groups don't use their time for activities that wouldn't fit those approved guidelines. Other liability and coordination issues may also arise if this is not followed. This also includes having at least one responsible signatory in the building during any event, and only using those rooms which were reserved and paid for.
- 4) Addendums: Work with Gahanna Community Congregational Church staff to draft and sign any changes needed to this document or the application if new circumstances should arise. (This may include use of in-kind donations to fulfill aspects of payment, using your reserved time differently than originally agreed, potential subletting of reserved time to another group, etc.)
- 5) Donations/Fees: Submit agreed upon donations to the church office at the time directed. This includes a 50% deposit as directed in advance of the event, full payment no later than the time of the event, and advance payment for the month by the 3rd of the month for groups with ongoing events.
- 6) Event Cancellation: Notify the church office as soon as possible if you need to cancel your event. If a cancellation occurs less than 24 hours before your scheduled event, the church reserves the right to keep at least a portion of your deposit or monthly donation because of the inability to make this time available to other groups.
- 7) Prohibited Items: Ensure that no alcohol is brought or consumed in the church building or on the church property. Ensure that no smoking is permitted anywhere inside the church building. Ensure that no taps, cleats, or other shoes that could mark or damage floors are worn in the building.
- 8) Clean-up: Return all rooms and equipment to their baseline status, or an agreed upon status for church staff to complete tear down. This includes putting away chairs, tables, and other supplies as directed, removing all decorations and additional furnishings from an event, taking trash to the dumpster, turning off lights, locking exterior doors and returning keys to lockboxes, and complying with any other specific directions given by the church office.
- 9) Reporting Building Issues: Notify church contact person of any issues with facilities and equipment experienced during an event so the church can work quickly to rectify the situation as able.
- 10) Reporting Damage: Notify church contact regarding any damage to any facilities or equipment during an event within 24 hours to arrange for any needed repairs or replacements under the responsibility of the person who signed to reserve the event.
- 11) Liability Release: Release Gahanna Community Congregational Church and its agents from liability for injury or property damage connected to your event. All groups that have a Certificate of Insurance Liability Coverage must submit it at the time this agreement is signed.
- 12) Agreement Renewal Periods: Refresh this agreement and all reservation applications every 6 months as relevant for ongoing building usage or events initially reserved far in advance. Agreements are reviewed and should be renewed every Jan 1 and July 1.

_____ Primary contact initial that all Building Partner Expectations above have been reviewed

Gahanna Community Congregational Church Facility Usage Agreement (Cont.)

Gahanna Community Congregational Church and Its Agents Agree To:

- 1) Partner Status: Give all building partners advance notice of their partner status (for potential discounts), event confirmation, quotes for other services and equipment requested, and any other necessary changes to what can be fulfilled on the event reservation form or special instructions with enough notice for the building partner to comply with their part of the agreement regarding timely payment and communication.
- 2) Pre-empting Events: Give a minimum of 14 days' notice for any pre-empting that needs to be done to a scheduled event by a building partner so a church event can occur. This is not applicable for funerals, community vigil services, or similar when extended notice would not be possible. In such cases, notice will be given as soon as possible, and all relevant deposits/donations will be returned for impacted events, unless both parties agree on a rescheduled date and time the funds will be applied.
- 3) Building Access: Provide a means of gaining access to the building for the event if a staff member or other church agent will not be present. Church will determine if a key, lock box code, or other means is appropriate.
- 4) Building Conditions: Provide clean, usable space and equipment as requested on the event reservation form and agreed upon by the church when an event is confirmed, and deposit is made. This includes extra set-up/tear-down, staffing of events as requested (e.g. for use of sound system), etc.
- 5) Contact Person: Provide a contact person who can respond to questions and needs leading up to the event, as well as respond to issues during the event. _____
- 6) Repairs: Notify the primary responsible party for an event or ongoing usage group the church feels has violated the terms of this agreement so that correction can be made, a cancellation of the agreement made that discontinues building use, or a modified agreement can be reached. This can be appealed to church committee review by the building partner if desired. Also, negotiate the terms under which any repairs or replacements for the church facilities or equipment will be done at the responsibility of the person who reserved a violating event. This could be direct payment, in kind replacement, church invoicing the party, or similar.
- 7) Rate and/or Agreement Changes: Give advance notice of any necessary rate changes for building use that are made ahead of agreement and reservation renewals every 6 months. These notifications will be made by November 1 for the term starting January 1, and May 1 for the term starting July 1.
- 8) Reservation Changes: Work with building partners to create and sign any addendums needed for this document and/or the event reservation application as noted in the building partner section.
- 9) Agreement Renewals: Refresh this agreement and all reservation applications every 6 months as noted in the building partner section.

_____ Primary contact initial acknowledging the commitments of GC3.

I will abide by all aspects of this mutual facility use agreement. I acknowledge that violation of any of the above terms can result in loss of access to the building for my event, retention of deposit or payments by the church, and/or incurring extra charges for usage.

I will abide by all aspects of this mutual facility use agreement. I acknowledge that violation of any of the above terms can result in refunds or discounts negotiated with the building partner.

Event Primary Contact Responsible Date

GC3 Representative

Date