

SMITHVILLE BRETHREN CHURCH FACILITY USAGE GUIDELINES AND AGREEMENT

Use of the church facilities should be reserved through the church office secretary during regular office hours (M-F 8-12; 330-669-2267). Upon application for use, an adult responsible for the event should be designated and named on the calendar. **No activities will take place without a designated-responsible adult present.**

Conditions for use of the facilities:

1. No alcohol, tobacco products, illegal substances, gambling or red punch (due to staining) are permitted on the church grounds.
2. There are coffee pots available for use in the kitchen - the large coffee machine in the UFH is not to be used.
3. The designated-responsible adult shall arrange for opening, closing, lights and heat during the event.
4. Church furniture and rooms must be returned to the same arrangement as found. Designated-responsible adult is responsible for the set-up and tear-down of equipment unless otherwise arranged.
5. Parking of automobiles shall be restricted to designated areas.
6. All full trash bags shall be placed in dumpster in southeast corner of church property.
7. Any and all damage should be reported to the church office secretary as soon as possible - **330-669-2267**.
8. No unsupervised children (high school age and younger) are to be alone in any area of the facility.
9. Please adhere to posted rules in applicable areas of the facility.
10. Activities taking place on Saturdays shall be dismissed and cleaned up by 9 p.m.
11. The church is not responsible for accidents occurring from the use of its facilities.
12. Groups using the church facilities on an on-going contract basis must show proof of insurance.
13. All deposits due upon reservation approval.
14. There is an 'Allen wrench' located in the upper left of the door under the canopy; and also located to the right of the lower doors by the elevator for unlocking the doors from the inside.

Damage to equipment and/or buildings incurred through carelessness, horseplay, or a general lack of supervision will be at the cost of the rental group. The "designated-responsible adult" will compensate the church for damages or repairs. I have read these guidelines and accept responsibility for the event described on the attached Facilities Request Form.

Name _____

Date _____