



LifeSong United Methodist Church

353 Hwy. 76, Reeds Spring, MO 65737 | www.lifesongumc.net

AGREEMENT FOR USE OF CHURCH FACILITIES

DETAILS REGARDING EVENT

Contact Name: _____ Group Representing: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Email: _____

Date(s) of event: Start Date: _____ Start Time: _____ End Date: _____ End Time: _____

Approximate Number of people attending: _____ Main Age Group for Attendees: _____

Security Deposit: \$ 75.00 To be refunded upon satisfactory review of facilities after event.

Security deposit must be received at least 1 week prior to event.

Requested Use of Facility:

Sanctuary

Classroom

Classroom

Kitchen

*Nursery

Sanctuary:

The contact or representing group is responsible for set-up and break-down for all tables and chairs used at all functions unless prior arrangements have been made.

Classrooms:

Classroom furniture (tables and chairs) shall be placed back in original position unless prior arrangements have been made.

Kitchen:

A LifeSong kitchen staff member must be present to supervise use of anything in the kitchen. They will monitor only, and are not expected to help with cleanup. We do not provide ice, coolers, tablecloths, plates, napkins, or tableware. Outside caterers will be responsible for food, beverages, and paper goods. All garbage and recyclables shall be removed from the building following the event.

Nursery:

Unavailable

Use of Audio/Video/Band Equipment

Only LifeSong technology engineers will be allowed in the sound booth to operate audio/video/visual equipment. No food or beverages are allowed on the stage. Children are not allowed on the stage unless they are participating during a scheduled event or program. LifeSong band members' equipment may not be used. Our praise and worship leader (Tammy Hendry) may be contacted to perform music with the band for special programs, if you wish. Other outside musicians will be required to bring their own instruments. Any damage or replacement costs to the stage or equipment will be the responsibility of the contact or representing group listed on the document above.

Decorations

Decorations are not allowed on the cross. LifeSong seasonal decorations may not be removed. Decorations and other accessories must be removed from the church after the scheduled event.

Miscellaneous

- The contact or representing group are responsible for any damages caused by the guests or contracted service providers.
- Any personal property, or group property left on the church premises shall be at your own risk, which can only be left with prior permission from the facility use committee.
- All areas of the facility should be left as they were found. Kitchens, restrooms, classrooms, etc.
- Vehicles are not to be left in the church parking lot to be picked up later.
- I/We agree to follow these policies and procedures, and understand that our security deposit will not be returned if any are violated.
- At the conclusion of the event, a walk through of the facility must be completed with one our LifeSong authorized members after the event.
- After the event, an authorized LifeSong member shall ensure all thermostat settings are returned to minimum seasonal settings: (Summer 78 Degrees) (Winter 68 Degrees). Ensure all lights are turned off (including restroom lights). Ensure all outside doors are secure and locked.

Church Property

A church member needs to be present at all times.

Guests will treat the outside property and inside of the building with respect.

Use of alcoholic beverages, tobacco, Vaping, E-Cigs, drugs or profanity is not permitted on church property. NO EXCEPTIONS!

The church is not responsible for lost, stolen, or damaged personal property.

Facility Use Agreement

LifeSong UMC reserves the right to refuse use of the Church Facility to organizations and persons who are not in compliance with LifeSong's principles and values. Applicants who expect more than 100 people (or teaching a class with any sort of physical activity) must obtain General Liability insurance (also known as Event Insurance) of at least \$1,000,000 which LifeSong UMC is listed as "additional insured" party. The certificate of insurance must be provided to authorized LifeSong personnel prior to the event. Doors will not be opened for the event if the insurance document is not received prior to the event.

DAMAGE ASSESSMENT

- Damage to the church property caused by the contact or the group representing the contact, any contractor, or any employee of the contact or the group representing the contact, or any person attending the event for which the church was used, will be charged to the contact or to the group representing the contact.
- I/We have read and agree to abide by the terms and conditions of this agreement, including any supplementary agreement(s) attached hereto: to keep and maintain the church property and good name in the condition as found, to maintain the security of the premises, and all equipment, furniture, fixtures and valuables, allowing no unauthorized person(s) to enter or use church property, and to agree not to remove any church property, and to remove any property brought into the church when the event is over.
- Any infraction of this agreement may result in loss of security deposit, denial of further use of church premises, cancellation of this contract and/or possible extra fee or cost to the contact, or to the group representing the contact.

Approved by LifeSong UMC:

Applicant: _____ Date: _____

Office Manager: _____ Date: _____

Pastor: _____ Date: _____

SUPPLEMENTARY AGREEMENT:

Contact Person: _____ Phone: _____

Security Deposit: _____ Rental Fees: _____ Total Due: _____ (Certificate of Insurance due at this time)

Payment received ____/____/____ Check #: _____ Amount Paid: _____

Check should be made payable to LifeSong UMC

Payment Received By: Facilities Manager or Pastor Signature: _____

Contact Signature: _____

Notes: _____

Inspection Notes from Before Event: _____

Contact Signature: _____ Facilities Mgr./Pastor Signature: _____

Inspection Notes From After Event: _____

Contact Signature: _____ Facilities Mgr./Pastor Signature: _____