

Building Usage Agreement
Member Usage | Non-Church Sponsored Events

Trinity of Fairview • 646 Concord Road • Fletcher, NC 28732
828-628-1188 • www.TrinityofFairview.com

Today's Date: _____

Individual or Organization: _____

Contact Person: _____

Home Phone: _____ Mobile: _____

Email: _____

Address: _____

City: _____ Zip: _____

Area Requested

Family Life Center: _____ Children's Kitchen: _____ The Shed: _____

Description of Event: _____

Activities that will be conducted during use: _____

Date	Day	Time	Total Hours

By signing below, the applicant agrees to abide by all the regulations set forth on the back of this form and accepts responsibility for repairing any damage done to Trinity of Fairview property as a result of usage.

Applicant Signature: _____ Date: _____

Keys Picked Up: _____ / _____ Keys Returned: _____ / _____

Guidelines and Check List Form Received: _____ Date: _____

Building Usage Guidelines and Checklist

Name: _____

Phone: _____ Date of Event: _____

Our facilities are an important part of the ministry here at Trinity of Fairview. We are pleased you have considered them to host your event, however, we ask that you examine the following guidelines and checklist below carefully, in order to thoroughly understand your group's responsibilities. Use this checklist to help you when setting up and cleaning the facilities. **Check off items as they are done. Please return this form along with the keys no later than two days after event.**

- Members (age 18 and over) and regular attendees may reserve facilities and must supervise events. Adult supervision (age 18 or over) is required for all events.
- Saturday events should be completed and cleaned up by 8 p.m. so as not to interfere with Sunday services. Unless specifically notified to leave set up, the building should be returned to the original layout.
- If you do not have a key, you may pick one up in the church office during regular business hours (Monday–Thursday, 8:30 a.m.–4:00 p.m.) a day or two before the event. Never allow anyone else to borrow the key. You are responsible for returning the key to the office within two days after event.
- Unlock only the necessary doors for your group. Decorations may not be tacked or nailed into the walls, woodwork, or fixtures. Scotch tape is not to be used. Small items such as rice, birdseed, glitter, confetti, play dough, etc. are not allowed in the building. Signs on the outside exterior doors are not permitted without prior approval.
- Event users are to bring their own consumable supplies (plates, napkins, tablecloths, tea, coffee, ice, paper towels, cups, utensils, etc.).

- You will not have access to the kitchen area. If refrigerator/freezer or ice is needed, please make arrangements with the church office.
- Electronics are not available for use during personal events and may not leave the building. Other church equipment (chairs, tables, table cloths, etc.) is not for personal use and may not leave the building for these purposes.
- After your event is finished, return tables and chairs back to proper storage. Be sure floors are clean. Sweep, vacuum, and mop, if necessary.
- Empty all trash receptacles and place in the dumpster located on church property.
- Shut off all lights and check all doors to make sure they are locked. Even if someone else opened them, treat it as though you are the last person in the building.
- Please report any damage to the church office immediately. Any damage to the building and its contents is the responsibility of the group or individual using the facility. The facility will be inspected by church personnel prior to and following each use.
- Users should notify the church office if they are unable to use the building at their agreed upon time.

Note: These guidelines are a condensed version of the building usage agreement that is outlined in detail in the church operations manual. If you do not have a copy of the church operations manual, please request one from the church office.