

**Building Usage Agreement**  
**Member Usage – Non Church Sponsored Events**

Trinity of Fairview  
646 Concord Road  
Fletcher, NC 28732  
828-628-1188

Today's Date \_\_\_\_\_

Name of Individual or Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Area Requested: Family Life Center \_\_\_\_\_ Children's Kitchen \_\_\_\_\_ Picnic 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 Check List

Name \_\_\_\_\_ Phone \_\_\_\_\_ Date of Event \_\_\_\_\_

Our facilities are an important part of the ministry here at Trinity of Fairview. We are pleased that you want to use our facilities, but please look over the guidelines and check list below and make sure you understand your group's responsibilities. Use this check list to help you when setting up and cleaning up 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 attenders may reserve facilities and must supervise events. Adult supervision (age 18 or over) is required for all events.
- Saturday events should be over and cleaned up by 8pm so as not to interfere with Sunday services. Unless specifically notified to leave setup, building should be returned to original setup.
- If you do not have a key, pick one up in the church office during regular business hours (Monday-Thursday 8:30 am – 4:00 pm) 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.
- Events 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 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 dumpster located on church property.
- Shut off all lights; 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.**