

Kirkpatrick Church of Christ

Family Life Center Use Guidelines

June 8, 2016

Kirkpatrick Church of Christ is pleased to be a church to be a place where families and friends can celebrate, groups can work together and lifetime memories can be made. We understand these relationships are an important part of our journeys of faith and they also create opportunities for reaching out with Christ love.

In order to maintain the facilities in good repair and to ensure that the activities which occur here do not contradict the ministry of Kirkpatrick Church of Christ a list guidelines has been developed for those interested in using our Family Life Center. A form listing the following guidelines is given to prospective users of the facility along with the Facility use form. When these forms are completed and turned in the event will be put on the church calendar.

1. Kirkpatrick Church of Christ ministries have first priority for all building use.
2. Individual or Groups wanting to use the Family Life Center that are not members of the Kirkpatrick Church of Christ, a donation of \$100.00 per event is requested, in addition to the above, a \$75 security deposit is required for all persons not members or regular attenders of Kirkpatrick Church of Christ or organizations who desire to use the building.

Members of the Kirkpatrick Church of Christ wanting to use the Family Life Center a donation of \$25.00, is requested, with no security deposit required.

The donation and security deposit (if required), is to be collected upon reserving the building and is intended to offset utility costs incurred in using the building.

3. Checks need to be made out to Kirkpatrick Church of Christ and be dropped off or mailed to the church before the use of the facility is reserved.
4. The cost of any janitorial or building maintenance issues not completed by the person(s) using the facility will be taken out of the deposit at the rate of \$35 per hour (minimum of one hour increments).
5. In the event the party booking the facility cancels at least 15 days prior to the event a refund of the deposit paid minus any incurred expenses will be given. The security deposit will be returned in full if there is full compliance with all listed guidelines.
6. The use of the facility for profit making events is generally discouraged, except for organizational fundraising purposes.
7. The use of Kirkpatrick Church of Christ facilities or grounds for political events or campaign fundraising is prohibited.
8. Consumption of alcohol is not permitted on church property.
9. No gambling is permitted on church property.
10. Smoking is not permitted on any of the church property.

11. All music (live or pre-recorded) used at events held in the facility must be family friendly and free of obscenities, as well as graphically violent or sexual lyrics.
12. The undersigned is responsible for event set up and tear down. Set up and tear down times will be made at the time the building is booked.
13. The undersigned is responsible for returning all items and furnishings to the original location, cleaning and mopping dirty spots on the floor, ensuring that the bathrooms are presentable, emptying trash cans and carrying all trash to the designated location.
14. Kirkpatrick Church of Christ will not be held liable for any damages or injuries caused by or created as the result of the use of the facilities.
15. The undersigned will be responsible for any and all damages to Kirkpatrick Church of Christ facilities or property as a result of your events or guests and shall hold the Kirkpatrick Church of Christ harmless therefore.
16. If an unexpected event occurs which requires the use of the church building (e.g., funeral) and it conflicts with a previously scheduled event Kirkpatrick Church of Christ staff will do its best to accommodate both needs. This may require relocating the scheduled event or if possible requesting a time change. When this is not possible and a solution cannot be reached the church need will become primary.

The Kirkpatrick Church of Christ reserves the right to refuse the use of its facilities to any outside persons or organizations.

<p>The undersigned has read and agrees to the terms stated in the Kirkpatrick Church of Christ Family Life Center Use Guidelines</p>

Responsible Party Sign Here _____

Date _____