

Finding Life Church Facility Use Guidelines

1. A facility use form must be submitted at least two weeks prior to the event.
2. The Finding Life Church responsible person listed on the facility use form is required to be in attendance at the event.
3. Facility use expectations:
 - a. All tables, chairs and equipment will be put away at the end of use, thermostats will be returned to 55 in the winter and 80 in the summer, and all lights will be turned off.
 - b. All trash accumulated will be bagged and thrown away in the garbage bin (in parking lot) prior to leaving the facility.
 - c. Facility must be cleaned and returned to original condition unless custodial services have been requested and arranged.
 - d. No tape, staples, glue or any other adhesive materials will be used to decorate without permission.
 - e. Special decoration requests or equipment brought in must be noted on the facility use form.
4. Any fees assessed are required to be paid prior to facility usage.
5. Use of facilities does not include use of Finding Life Church's equipment unless specifically agreed to in facility use agreement.
6. An appropriate damage deposit may be required in addition to the usage fees. The facilities shall be examined after organization's use. Finding Life Church shall receive prompt payment for any loss or damage incurred during the organization's use of the facilities. Reimbursement for loss of damage to Finding Life Church property shall be at current replacement value, plus any related costs, including loss of use of facility.
7. Additional fees for personnel required to provide supervisory, custodial, security, technical, or other services are approximate and will be finalized upon completion of the event.
8. If no FLC responsible person is identified on the form or will be present at the event, it is the organization's responsibility to acquire the keys from Finding Life Church to gain access to the facility. It is also the organization's responsibility to secure the building at the end of usage and return keys to Finding Life Church.
9. Finding Life Church assumes no responsibility, financial or otherwise, for accidents, injuries or losses sustained by individuals while using the facility.

Contact Dan McMaster, dan@findinglifechurch.com, for any questions.