

BUILDING USAGE AGREEMENT
(for use by members and nonmembers)

This Agreement is between St. Mark's Lutheran Church and _____.

The area being used will be (circle all that apply):

Fellowship Hall
Sanctuary
Kitchen
Nursery
Grounds

By signing this Agreement, you acknowledge that you have received a copy of St. Mark's Building Usage Policy and agree to abide by all the terms contained therein.

Further, by signing this Agreement, you are agreeing to abide by all of the following terms and conditions:

1. After using the designated areas, all areas will be cleaned and all furnishings returned to the arrangement in which they were found by the persons requesting use;
2. Cleaning will include a general straightening of the area, wiping tables and chairs, sweeping the floor and spot mopping areas where spills have occurred;
3. All trash is to be placed in large plastic garbage bags and left in the kitchen;
4. Kitchen sinks are to be cleaned and dishes and utensils are to be washed, dried, and put away;
5. The persons requesting use of the facility will take responsibility of, and be liable for, any breakage or damage to furnishings, equipment, or property;
6. No alcoholic beverages, smoking or vaping are permitted;
7. Failure to comply with the above provisions will result in the persons responsible being billed for cleaning services;
8. Smoking is prohibited;
9. Adult supervision must be present if the person requesting use is under the age of 21;
10. Any damage which occurs to the facilities will be billed to the person requesting use when repairs are completed;
11. Persons requesting use are responsible to arrange for the building to be unlocked prior to their arrival, and LOCKED upon their departure.
12. The church requires that any person or group obtain a liability policy with a minimum of one hundred thousand dollars in coverage (\$100,000.00) listing the church as a third party insured. Proof of coverage is required before the church may be used.

13. The member requesting use of the building must remain present for the duration of the event.

St. Mark's Lutheran Church

Requesting Party