

## Building Usage Contract

I accept the responsibility for the proposed event that is to take place in the facilities owned by Crystal Valley Missionary Church. I understand that the building is to be used only for the purpose that was pre-approved by the church, and only during the time specified. I also understand that permission is only granted to use the portions of the building and equipment that were specified and approved, and that anything else is off limits (including children's materials, video or sound equipment, office supplies, computers, and phones).

- ❖ No smoking is permitted inside the building.
- ❖ No alcoholic drinks are permitted inside the building or on the church grounds.
- ❖ I agree to make sure that the building is left as it was found
- ❖ I will make sure that the items on the following checklist are taken care of.
- ❖ I agree to be responsible for the costs to repair any damages created during the proposed event
- ❖ The cost of renting the facility (1 day event of 1 - 4 hours) is \$100.

In addition, in consideration of participating in this event and using the facility, I hereby agree to release and discharge from liability arising from negligence of Crystal Valley Missionary Church and its owners, directors, officers, employees, agents, volunteers, participants, insurers and all other persons or entities acting for them on behalf of myself and my children, parents, heirs assigns, personal representative and estate.

Signature \_\_\_\_\_  
(Responsible Party)

Date \_\_\_\_\_

### **Crystal Valley Missionary Church**

\_\_\_\_\_  
Authorized Signature

Date \_\_\_\_\_

## Clean-up Checklist

1. All trash has been placed in trashcans. \_\_\_\_\_
2. Food has been cleaned up and put away (don't leave in refrig). \_\_\_\_\_
3. Spills or accidents have been cleaned up as well as possible and recorded in the notes section below. \_\_\_\_\_
4. Rooms have been arranged (tables, chairs, etc.) as they were upon arrival. \_\_\_\_\_
5. Food / diaper trash has been taken to outside dumpster in back. \_\_\_\_\_
6. Thermostats have been checked and returned to original settings (60/winter (heat); 80/summer (AC))  
The Spot is comfortable @ 67. Use up & down arrows on thermostat in southeast corner. \_\_\_\_\_
7. Vacuum & clean any areas used as needed  
(cleaning supplies in Foyer closet or in The Spot kitchen under sink. Trash bags in Spot are in drawer left of sink) \_\_\_\_\_
8. All lights have been shut off. \_\_\_\_\_
9. All doors have been locked. \_\_\_\_\_

**Notes:**

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I hereby certify that the items on the above checklist have been checked and taken care of as necessary.

Signature \_\_\_\_\_

Date \_\_\_\_\_