



## BUILDING USE CONTRACT

**Event Date:** \_\_\_\_\_ **Event Times (Including Set-Up and Clean-Up):** \_\_\_\_\_

**Name of Ministry:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

Our ministry organization ("User") hereby agrees to the following:

1. User shall return all rooms used for the event, including the foyer, hallways, restrooms, and kitchen, to the original set-up or as otherwise instructed by the office staff of Tri-State Fellowship. Usher shall remove materials brought in for the event (such as food, displays, furnishings, literature, papers, etc.) and shall place all garbage in trash bags and take it to the dumpster.
2. User shall take responsibility to repair or replace any damage to the building or its contents (that falls outside of normal wear and tear) that may occur during our use of the building. In addition, User agrees to pay for janitorial services should the building not be left in satisfactory condition.
3. User shall not allow on the premises any alcoholic beverages, smoking, or pets or other animals (except seeing-eye dogs).
4. User shall cook only in designated kitchen areas, leave the kitchen clean, and remove all leftover food from the premises.
5. If requesting technical or equipment services, User shall pay \$25 per hour to each technician within 30 days of the event. Checks shall be made payable to the technician and forwarded to the offices of Tri-State Fellowship.
6. User agrees to hold harmless, indemnify and defend Tri-State Fellowship from any and all liability that may result from any person using the building, its entrances and exits, and surrounding areas for User's purposes. User promises and warrants that it carries liability and medical payments insurance to cover the liability and medical payments exposures resulting from User's use of the building. User shall provide a Certificate of Insurance to Tri-State Fellowship showing Tri-State Fellowship as an Additional Insured. Tri-State Fellowship shall not be held responsible for any damage, theft, or accidents to personal property.
7. User agrees that no advertising that shows Tri-State Fellowship as the location of this planned event shall take place until this contract and the Facility Use Request have been submitted to and approved by Tri-State Fellowship.

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_