

Kelloggsville Church FLC (Family Life Center) Use Agreement

Member Use Cost: \$75 Non-Member Use Cost: \$125

Reservation and Day of Use Guidelines – Keep for your records

Reservation Guidelines

1. **Members of Kelloggsville Church and non-members 21 years of age or older may reserve the FLC.** For the purposes of this policy, you are a member if, in the last 6 months*, you have:

- Worshipped at least two (2) times a month with the Kelloggsville Church congregation; and
- Participated in the life and ministries of Kelloggsville Church; and
- Financially supported the ministries of Kelloggsville Church

*Unless unable to do so because of military duty, enrollment at a distant school, or other reason accepted by the Council

2. **Room reservations are made through the church office only.** Contact the church administrative assistant to acquire permission to reserve the FLC (534-0085, M-F 8:30-4:00 pm).

3. We can only accept reservations **6 months in advance** to make sure that it isn't needed for a ministry event.

4. The **member** listed on this form **must be present for the duration of the reservation.**

5. **Full payment is required when you turn in this completed form.** Should you end up canceling your reservation, your money will be refunded in full as long as you tell us within 24 hours of the event. If it is a last-minute cancellation and you cannot contact the church, call the emergency contact listed on your original use agreement.

Day of Use Guidelines:

1. **You are responsible for your own setup and takedown.** Chairs, tables, volleyball nets, volleyballs, and basketballs are in the closet in the southwest corner of the room.
2. **The use of the sound and video equipment in the FLC is not included in the rental.** Should you require the use of microphones, the overhead projector, etc., there will be an additional fee (minimum of \$50 - more if the services of an on-site sound/video technician are required). Let the church office know right away if this is something you wish to include with your rental.
3. **The FLC, kitchen, and restrooms should be left in the same condition it was found.** You may be charged extra for custodial duties (at \$25 an hour) if the facility requires additional cleanup after your rental is finished. Here is a list of things that must be done prior to leaving:
 - i. Clean up spills, paper, etc.
 - ii. Vacuum (if necessary)
 - iii. Chairs, tables, and equipment properly put away in the closet
 - iv. Trash taken to outside dumpster (on west side of building)
 - v. Make sure bathroom trash is in the proper receptacles
 - vi. All lights turned off
4. **All food/meal preparation must be done offsite.** The Kelloggsville Church kitchen is NOT a commercial kitchen; therefore it may be used for warming purposes only. No one may use the dishwasher unless the church office gives special permission. If you wish to use a caterer, you must fill out a separate caterer's release form and pay a \$150 fee. The caterer's release allows for unlimited use of the kitchen (cleanup regulations still apply).
5. Do not use the paper products or coffee in the kitchen. You must bring your own in. You may use silverware, dishes, pots and pans, coffee pots, etc., but anything you use must be cleaned and put away.
6. Smoking, alcohol, and the use of lit candles are prohibited.
7. The reserving group shall be responsible for all damage or loss of church property during the time of building use. Report any damage to the church administrative assistant (leave a note outside the church office, or slide it under the church office door, if the office door is locked).
8. The reserving group shall save and hold harmless the church from any and all liabilities and responsibilities that arise while the group is on the premises (loss, theft, injury, etc.).
9. Tacks, nails, screws, tape, or putty shall not be used to fasten decoration to walls or furniture.
10. All members of the group shall remain in the FLC with the exception of being in the attached kitchen or restrooms in the foyer.
11. Hours available are as follows: Monday – Friday: 8:00 am – 11:00 pm; Saturday: 8:00 am – 9:00 pm; Sunday: We will assess requests on an individual basis.
12. Every group must have adult supervision. You must have an adult church member who is the “host” or “in-charge person”, and that person must be there from the start to the finish of your reservation.
13. No red or purple-colored drinks.

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Member Use Cost: \$75 Non-member Use Cost: \$125
Application Form – Turn in to office with your payment

Date of reservation: _____ Start Time: _____ End Time: _____
If you are more than 15 minutes late, the custodian is free to leave and your rental money will be forfeited without refund.

Type of event: _____ Number of people attending (estimate): _____

Contact Person: _____ Phone: _____

Email: _____ Alternate Phone: _____

Use Cost: \$75 for members, \$125 for non-members. Additional cost will be incurred should you require the use of the sound and video equipment in the FLC. Contact that church office right away if this is the case. Payment is due with this completed application.

I agree to abide by the instructions and rules listed on this use agreement.

Signed: _____ **Date:** _____

----- *Office Use Only* -----

Amount Paid: _____ Check Number: _____ Office Signature: _____

Sound/video needed: Y / N Details: _____

Name of sound/video technician for the rental: _____ Payment: _____