

NORTHEAST CHRISTIAN CHURCH FACILITIES USAGE AGREEMENT

Steps to Facility Use Scheduling

1. Please contact Kristin Cohee at admin@nefw.org or 765-461-4219 to confirm the date and time.
2. Fill out a Facilities Usage Agreement.
3. Use of the facility for regular Northeast attendees is free. However, if stewardship of the building is consistently not following the cleaning procedures, we will have to start charging a fee for staff time spent cleaning. We do not have a full-time janitorial staff. Outside events are required to submit a \$100 damage deposit before the event is put on the church calendar. The deposit will be refunded after the event if the user abides by the rules and regulations in the agreement. Checks can be made out to Northeast Christian Church (Attention: Facilities Payment) 4900 Stellohorn Road, Fort Wayne, IN 46815

Responsibilities after Building Use

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and bring it out to the dumpster at the bottom of the parking lot.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. COVID-19 Precautions: There are sanitizing wipes (use gloves) or sanitizing spray to wipe down high touch surfaces such as light switches, door handles, and tables after use. Spray bottles of cleaner are also in each classroom.
3. Return all tables, chairs, and equipment to their proper places after your event. Return all rooms to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard or drawer. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave the kitchen clean and ready for next use.
5. Coffee Machine Usage - Please follow all directions on coffee usage. For events that are not church related, the user's own coffee must be provided.
6. Tablecloths need to be placed in the basement office (there will be a dry cleaning fee charged for non-church related events). (It is usually cheaper to buy new ones than pay to have dry cleaned)
7. Vacuum floors and mop as needed. Report any damage to equipment or property promptly.
8. If the building is not in use when finished, please check that all doors are locked, windows are closed, and the lights off. Then lock up. (Set the alarm if you are the last person leaving).
9. Children's classrooms: Please leave supply cabinets alone, and put away any toys and furniture. Wipe off tables and collect trash.

*Paper towels, cleaning supplies, broom, mop, vacuum, etc. are located in the hall closet near the stairwell of each floor.

RULES AND REGULATIONS

BREAKAGE

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the Application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and

equipment which in the judgment of the church has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

ALCOHOL POLICY

The serving, consumption, or use of alcoholic beverages, marijuana, or other controlled substances shall not be permitted at any time on church property, including the outdoor areas and parking lots.

DECORATIONS

All decorations must be hung with masking or painter's tape only. All such decorations must be removed immediately and completely following the event. Helium filled balloons are not permitted inside the building. Candles are permitted as long as wax is removed from carpet and/or furniture. Flower petals are permitted only if the parties responsible remove them immediately following the wedding. Confetti or rice is not to be used within the church facility or on the church property.

BUILDING ACCESS

Arrangements for access into the church facility will be made upon approval of the Room Use Agreement. If required, one electronic passcode and/or alarm code will be loaned to the Responsible Party during the scheduled facility usage. The passcode is not to be shared with others.

AUDIO/VIDEO USAGE

All equipment for projection and audio/video system must be run by someone trained by the church and authorized to use the equipment. In most cases there will be a fee for these services.

INJURY/DAMAGE/LOSS

The Church assumes no responsibility for lost, stolen or destroyed items, nor will the Church be liable for any user's injury or property damage at any time in any part of the Facilities. In some circumstances a liability waiver may be required.*

Users will be held fully responsible for any injury, damage or loss of the church property caused by intentional or negligent conduct on the part of any person using the church facilities.

User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose, or belief of the owner, which is a Bible-based institution.

It is an express term of this agreement that the user indemnifies the church for any costs or damages of any kind incurred by the church, as a result of the use of the facility by the user.

User agrees to be responsible for preparing to use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.

* Organizational Users. User will provide a certificate of insurance to the church at least seven days prior to the date upon which the user begins to use the above described premises.

COVID-19

All Indiana issued orders will be followed when issued, including wearing masks inside the building if social distancing is not possible.

In the case that stay-at-home orders and social distancing are put in place by the local or state government, this facility use agreement will be void and a refund of any money paid will be issued.

I would like to reserve Northeast for the event on the date listed above and I agree to abide by the standards and expectations listed above.