

RULES FOR USE OF ELGIN CHURCH OF CHRIST BUILDING

This agreement must be signed and on file prior to the date of use. This is necessary for any activity other than congregational functions. Use of the building is on a "first come, first served" basis. The building is reserved only if this contract is completed and returned to the Office.

I. USE BY MEMBERS OF THE ELGIN CHURCH OF CHRIST.

Use by members for family functions, will be a no charge, if the users will restore the facilities to its original condition. This includes cleaning all floors, seats, putting chairs and tables the way there were, washing and putting away all dishes, cleaning restrooms, replacing empty toilet tissue, emptying restroom trash cans, disposing of waste to dumpster, and making sure all doors are secured. If the building is not cleaned acceptably a Janitorial fee of \$200 will be required. Items 4-8 below also apply.

II. USE BY NON-MEMBERS OF THE ELGIN CHURCH OF CHRIST.

Use by non-members may be allowed under the following conditions:

1. The fee to use the building is \$200 plus a refundable janitorial deposit of \$200.
2. This fee and deposit can be paid by check or through the "Donate" tab via Tithe.ly on our website www.elgincoc.net. The deposit will be returned the same way it was paid only after the building has been inspected and approved.
3. A designee from the church will be present to: unlock the building and secure the building after the event.
4. Absolutely no tampering with any equipment or stove. You must bring your own sound equipment.
5. Careful control of children to avoid injury and damage.
6. Pulpit furniture in auditorium is not to be moved.
7. No alcoholic beverages on the premises.
8. No smoking in or around the building.
9. No dancing in or around the building.
10. If rice or bird seed is used for a wedding it must be cleaned up from all areas of the building including outside entry.
11. Users will restore the facilities to its original condition. This includes cleaning all floors, seats, putting chairs and tables the way there were, washing and putting away all dishes, cleaning restrooms, replacing empty toilet tissue, emptying restroom trash cans, disposing of waste to dumpster, and making sure all doors are secured. If the building is not cleaned acceptably, the \$200 janitorial fee will be kept.

----- **Contract Agreement Form** -----

PERSON RESPONSIBLE:

Name

Address

City,ST,Zip

Phone () - _____

Designated Janitor: _____

Deposit: _____

Charges: _____

Total Paid: _____

DESIRED USE FOR BUILDING:

Auditorium to be used? YES NO

Approved _____ Denied _____

Date(s) _____

Signed _____

Date: _____