

# Building Usage Agreement [**\*updated 07-07-2021\***]

*Atlanta Christian Church, Atlanta, IL*

Date(s) Requested for Building Usage \_\_\_\_\_

Times Requested from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (Include set-up & tear down)

\*Actual Time of Event \_\_\_\_\_

Event Description \_\_\_\_\_

Number of People Attending Event \_\_\_\_\_

**PLEASE NOTE:** The ACC leadership and staff reserve the right to cancel or move your reservation to another location in the church in the event of a funeral and/or dinner. We will work directly with you to figure out what would be the best option for all parties involved. Because we are a “non-profit” organization, we highly discourage the occurrence of financial transactions or sales of goods or services for profit. Special cases may be considered by the church leadership.

## Information of Person Requesting Usage:

Name: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Resources Needed

- Sound Equipment\*
- TV/DVD/Projection
- Piano
- Other \_\_\_\_\_

## Room(s) Requested

- Sanctuary
- The Gate\*\*
- Kitchen (in The Gate)
- Basement Fellowship Hall\*\*
- Room # \_\_\_\_\_

\*Use of sound in the sanctuary or the Gate might require an operator. Please discuss your needs with an elder or staff person 2 weeks prior to your event. If you need a technician to run sound for your event, the fee is \$50 and you must pay them directly.

\*\*Setting-up and taking-down tables and chairs (available in both the basement fellowship hall and in The Gate) is the responsibility of the person/group scheduling the event.

We realize that those planning an event cannot anticipate the actions of all the guests, but we ask that you call attention to these restrictions: No Smoking/Vaping In Building No Alcoholic Beverages Permitted on Church Property

Tenant shall indemnify and hold harmless the church from any loss or damages in the use of the premises. Under no circumstances shall the church be liable for any loss or damages to tenant, tenant's guests or property.

I have received and read all building usage policies and agree to abide by said policies and this usage agreement.

Signature of Responsible Party \_\_\_\_\_

Date \_\_\_\_\_

## OFFICE USE ONLY

Date Received \_\_\_\_\_

Approved By \_\_\_\_\_

Written on Calendar Yes/No

Tax Exempt Form Received Yes/No

Deposit Received Yes/No

Notes \_\_\_\_\_

\_\_\_\_\_