

# SACKVILLE UNITED CHURCH

## FACILITY USE AGREEMENT: TERMS OF USE

- 1. Smoking and alcohol:** Sackville United Church is a non-smoking and alcohol-free facility.
- 2. Children:** Children must be supervised at all times and only in the allowed space stated in agreement.
- 3. Accidents:** If any accident occurs during the event, a written report must be submitted immediately to Sackville United Church including name, (for child include parents/guardian names), contact information, type of injury, date/time of incident, and action taken.
- 4. Set up:** Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
- 5. Clean-up:** Users must return the space to original condition, sweep floors, close windows, turn off lights, and remove garbage.
- 6. Kitchenette use:** Users may use the coffee machine and dishes but must provide their own coffee, filters, cream, sugar, etc. Users must tidy, clean counters, rinse and wash and put away all dishes.
- 7. Audio/video system:** The system must be operated by trained congregation members or by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval.
- 8. Certificate of insurance:** Unless waived by the Church Executive, the person/organization requesting the use of Church facilities must provide a Certificate of Insurance evidencing liability coverage and naming Sackville United Church as an additional insured.
- 9. Acceptance of responsibility:** The person/organization requesting the use of Church facilities hereby absolves the church, its minister, its leadership, its trustees and its members of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.

I have read the Agreement and agree to the terms and conditions:

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature of responsible party

\_\_\_\_\_  
Date

September 30, 2015