



# Carbondale Church of Christ

*"a growing community"*

(618) 457-5105

1805 W. Sycamore St, Carbondale, IL. 62901

www.carbondalecoc.com

## Building Use Agreement

This agreement by and between

	Church	User
<b>Name</b>	Carbondale Church of Christ	
<b>Complete Address</b>	1805 W. Sycamore St Carbondale, IL 62901	
<b>Contact Phone1</b>	Office (618) 457-5105 Office@carbondalecoc.com	
<b>Contact Phone2</b>		

Effective beginning \_\_\_\_\_ and will continue until \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Specific times and days of usage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment Use. (The following equipment is approved for use under this agreement)

### Audio / Visual

- Auditorium Digital Projector
- Auditorium Sound System
- Portable PA
- Portable digital projector
- TV / DVD / VCR
- Other (specify) \_\_\_\_\_

### Other Facilities

- Food Prep area
- Baptistry
- Internet / Wireless
- Parking Lot (other than for cars)
- Playground Area
- Other (specify) \_\_\_\_\_

Fees:  \$50 Cleaning fee +  \$50 A/V operator fee +  Other \_\_\_\_\_ = Total \$\_\_\_\_\_  
Deposit \$ \_\_\_\_\_ date \_\_\_\_/\_\_\_\_/\_\_\_\_

Keys:  Provided  Not Provided. Specify \_\_\_\_\_

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Owner / Representative  
(date)

User

(date)



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The Carbondale Church of Christ agrees to allow the "User" to use the building for the above stated purpose provided the following terms and conditions are continuously met:

1. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
2. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Carbondale Church of Christ, which is a biblically-based religious institution.
3. Adequate supervision of minors will be provided. (at least 1 adult for every 7 children/minors) Under no circumstances will minors be left unattended, unsupervised, or without a responsible adult present.
4. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits. Insure the building is locked when leaving.
5. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
6. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. (waived by \_\_\_\_\_, date \_\_\_\_\_). The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made Owner an "additional insured" on User's policy with respect to the use by User of the above described premises.
7. User agrees to abide by the following rules or regulations for the use of the premises
  - No alcohol in building or anywhere on grounds.
  - No smoking in the building.
  - All weddings must be conducted as a Christian wedding
  - If candles are used provide adequate protection of the carpet from wax. All candles used in candelabras must be SPRING-LOADED. Candles may not be surrounded by any flammable materials.
  - No nails, tacks, staples, pins, adhesives, or anything that will mark woodwork or furniture may be used.
  - Food and drink only in family room and fellowship hall (not auditorium)
  - Wedding party attire must be in keeping with the spirit of appropriate Christian attire.
  - All decorations and other items brought in must be removed after the ceremony. Overnight storage is not permitted.
  - Any furniture or other items moved must be returned back to original location.
  - The throwing of rice or confetti is not allowed. Birdseed used outdoors must be cleaned up immediately after ceremony. Items must not create hazardous walking conditions on the sidewalks and in the hallways.
  - Need to arrange for someone to open and close the building both for wedding and for rehearsal as well as for when flowers are brought in, decorating, etc.. Specific arrangements must be made for access, A/V equipment, and HVAC operation.
  - The church is not responsible for personal belongings. Users should not leave valuables, purses, money, or personal belongings unattended in the church. It is the responsibility of the bride and groom or those they designate to arrange to care for the property of the wedding party before, during and after the wedding.
8. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise. This agreement may be cancelled unilaterally by either party with 3 days written notice to the other party. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner. Owner and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If Owner and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.