**Building Use Agreement**

Checks are to be payable to: Calvary Chapel Maryville

**Renter Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Function**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date(s) Required**: Start: MDY End: MDY

(Please include all set up, clean up, and preparation**. All events must be concluded by 8:00pm on a Saturday**)

**Facility Rental Fee: $50 (see additional costs below)**

 **Sound System and PowerPoint**: If renter requires the use of the sound system and/or projection, a **$75** technician fee will be incurred.

**Set Up/Tear Down**: If renter requires help with any of the set up or tear down arrangements will be made, and an additional **$50** fee will apply.

**RENTAL POLICIES AND RATES**

1. This church is a smoke-free building.

2. This church as an alcohol-free building.

3. **Music**,live or recorded must be chosen from the list included with this form.

4. Renter is responsible for set up and clean up unless arrangements have been made. Building must be returned to its Pre-event condition.

5. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility.

6. Cancellation: A full refund will be given if cancellation notice has been given at least 1 week before the event.

7. Calvary Chapel Maryville reserves the right to refuse building use to any party or individual.

If special conditions are required, you may email your request to **info@ccmaryville.com**

**RENTAL AGREEMENT**

Signatures on this form indicate the agreement of the renter to the terms and conditions.

Facility Rental to be paid in full along with this form

Renter's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clean Up Checklist

Sweep

Mop (if necessary)

Set up chairs

Empty trash bins

Wash dishes

Turn off lights

Clean up trash on the grounds

Reset any items that were moved for the event

Please leave the facility in the same condition you found it (if not better).