

# First Friends Church Building Use Form

1028 Jennings Avenue ~ Salem, Ohio ~ 330-332-0001

**Please fill out and return to the church office with appropriate fee.**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Today's date \_\_\_\_\_

Address \_\_\_\_\_

Type of event \_\_\_\_\_ Church Ministry (if applicable) \_\_\_\_\_

Requested date of use \_\_\_\_\_ Number of people \_\_\_\_\_

Starting time of event \_\_\_\_\_ Ending time of event \_\_\_\_\_

Setup time arrival \_\_\_\_\_ Tear down and departure time \_\_\_\_\_

**\*The church facility is available for events, including set up time after 1:00 PM on Sundays\***

**\*\* Please attach written plan or diagram of area to be set-up, indicating placement of tables, chairs, etc. \*\***

**\*\*\*Please submit an announcement form to Church Office for promotion of a church event.\*\*\***

**\*\*\*\*Evening activities must conclude by 10:00 PM.\*\*\*\***

**Areas Requesting:**

**Deposit                  Rental Fee**

_____ Chapel (& kitchenette)	\$ _____	\$ _____	
_____ Classroom	\$ _____	\$ _____	
_____ Fellowship Hall (& kitchen)	\$ _____	\$ _____	
_____ Gymnasium	\$ _____	\$ _____	
_____ Kitchen (Family Life Center)	\$ _____	\$ _____	
_____ Library	\$ _____	\$ _____	
_____ Multi-purpose Room	\$ _____	\$ _____	
_____ Parlor	\$ _____	\$ _____	
_____ Pavilion	\$ _____	\$ _____	
_____ Sanctuary	\$ _____	\$ _____	

\_\_\_\_\_ One time use  
 \_\_\_\_\_ Weekly use  
 \_\_\_\_\_ Bi Weekly use  
 \_\_\_\_\_ Monthly use  
 \_\_\_\_\_ Bi Monthly Use

**Total Amount Due \$ \_\_\_\_\_**

**Hold Harmless Agreement**

I, \_\_\_\_\_ agree to indemnify and forever hold harmless First Friends  
 (please print name)  
 Church of Salem, Ohio, their agents, servants and successors from all liability, claims, demands, damages or costs, for or arising out of rental or use during the period of occupancy at any or all areas or property of said First Friends Church.

I/we have read the Hold Harmless Agreement and Facility Use Guidelines and agree to adhere to all guidelines as set forth.

Signature of Renter \_\_\_\_\_

Approved by: \_\_\_\_\_

Fees paid: Date \_\_\_\_\_ Amount \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_

**First Friends Church Facility Use Guidelines**  
**1028 Jennings Avenue ~ Salem, Ohio ~ 330-332-0001**

**Please read the following guidelines before filling out the attached form.**

1. The facilities of First Friends Church are dedicated to the Lord and should at all times be used in respect of Him for His glory.
2. Church ministries, such as Bible studies, prayer groups, youth group, Adult Choir, Quaker Bells, Awana, Little Friends Preschool, etc. do not need to fill out Building Use Form for regular weekly activities. **However, the person in charge of the group should submit a request for additional activities and/or any change in regular meeting time or activity.** When a group is not meeting for any reason, please notify a church secretary in writing for scheduling and publicity purposes.
3. The Building Use Form must be completed and returned to the church office for approval at least **two weeks** prior to requested date. If the form has not been completed and approved, the activity will not be placed on church calendar and building will not be available. The renter must be present for the activity and is liable for any damage expense that may be in excess of security deposit.
4. All fees and security deposit will be required upon scheduling of the facility. **The event will not be placed on the church calendar without the appropriate fees being paid.** Appropriate reimbursement will be made if at least one week's notice is received that the scheduled activity will not take place.
5. **Activities are restricted to the areas specified on the application for building use.** Children must be under supervision at all times and are not permitted to roam throughout the building. No unauthorized use or removal of furnishings is permitted. Mistreatment or misuse of the facilities or any part thereof, will be corrected and paid for at the renter's expense.
6. Games of chance involving money, such as Chinese auctions, 50/50 raffles, bingo, etc. are not permitted.
7. The multi-purpose room and the chapel may be used for meetings, showers, parties, etc. The multi-purpose room will seat about 50 people at tables, the chapel will seat approximately 60-70 people. Larger groups will be scheduled for Fellowship Hall which will comfortably accommodate approximately 150 people when seated, allowing space for serving tables, walking area, etc. Exceptions may be made for church-wide functions at the discretion of the Trustees.  
  
Light refreshments, which include beverages, snacks, sandwiches, salads or other "finger foods" are permitted in the chapel and multi-purpose room. Beverages with "red dyes" are prohibited in all carpeted areas, due to staining when spilled.
8. Only dripless candles may be used in candelabras. "Sticky tac" and masking tape may be used to attach decorations. No use of tacks, nails, duct tape, staples or mechanical fasteners is permitted. Also, please completely remove masking tape or "sticky tac" removing decorations.
9. Only authorized church personnel are permitted to adjust thermostats. Please inform the church custodian of any uncomfortable conditions.
10. Dancing and music of a demoralizing nature are not permitted in any part of the facility. The Senior Pastor of First Friends Church will have final approval of the music used for weddings and the church.
11. This is a smoke free facility. Smoking is not permitted in any part of the building or on church property. Any evidence of smoking on church property will be grounds for total forfeiture of security deposit. Upon forfeiture, a new security deposit will be required to continue usage of facility.
12. No alcoholic beverages of any kind are permitted on the grounds or in the building. Their use will result in immediate removal of the offenders from the property and total forfeiture of security deposit.
13. At the church's discretion, a custodian or other church representative may be present while the facilities are being used.

14. Usage of designated nursery area will be restricted to certain specific events only. These events include: weddings, funerals, approved church events, or when Trustees deem necessary.
15. With the approved rental of the Chapel, Fellowship Hall, multi-purpose room, and pavilion, use of refrigerator, freezer, and ice machine are permitted for that event only. Use of any other cooking equipment is prohibited.
16. Any items and/or equipment brought into the facilities are done so at the sole responsibility of the user. The church and/or its agents will not be held liable or responsible for any damages to such items or equipment, but the user will be responsible to the church and/or its agents for any damages caused to the facilities by any such items or equipment. All items/equipment brought in must be removed by the end of the day.
17. Only church approved sound technicians and instrumentalists will be permitted to use and control the church's sound equipment or musical instruments. Approved persons will be at the discretion of the Senior Pastor and/or Trustees of First Friends Church.
18. The renter is responsible for all clean-up. All trash must be deposited in the containers provided. Premises must be left in good condition as determined by church custodian. Any damage or maintenance expenses will be deducted from the security deposit.

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### **Additional Kitchens and/or Kitchenette Guidelines**

1. All dishes, pans, coffee pots, and utensils must be cleaned, dried, and put back in their proper locations.
2. All countertops must be cleaned.
3. All trash must be bagged and left in kitchen.
4. Stove and grill in kitchen must be cleaned if they have been used.
5. Leftover food, beverages, paper products, etc. from rental event must be removed.
6. Soiled linens are to be placed in laundry basket provided.

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### **Additional Gym Guidelines**

1. No heels on gym floor unless there is a mat in place.
2. Gym space maybe divided by curtain. (half court / full court
3. Basketball or volleyball equipment is included with gym rental.

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### **Additional Pavilion Guidelines**

1. Picnic tables may be moved and used in the pavilion. Tables should be returned to area where they were found.
2. Water, electricity and restroom facilities will be available if requested in advance. Restroom facilities are available on the main floor of the church; other areas of the building are not to be used unless part of the rental agreement.
3. Small, contained fires are permitted in the designated fire pit area for cooking of hot dogs, marshmallows, etc. Someone in the church office must be notified when the reservation for use is made if a fire is going to be built. Prior permission must be secured from the city fire department. When activity is over, the fire must be completely and thoroughly extinguished.