

First Friends Church Building Use Form

1028 Jennings Ave. Salem, Ohio 44460 | 330-332-0001 | churchoffice@salemfirstfriends.org

Today's Date _____

Requested Date of Use _____ **Start time** _____ **End time** _____

Name _____ **Phone** _____

Address _____

Type of event _____ Number of people _____

Requested setup time (if more than 1 hour before event starting time) _____

Requested setup items and placement (attach diagram if needed) _____

Room	Rental Fee	# Hours	Room Sub-Total
Pavilion	\$25/hr		
Parlor	\$25/hr		
Library	\$25/hr		
Classroom	\$25/hr		
Chapel (Includes Kitchenette)	\$45/hr		
Youth Room (Includes Lower Kitchen)	\$45/hr		
Multi-Purpose Room (Includes Kitchen)	\$50/hr		
Gym (Sports/activity use only. No tables, chairs, or kitchen use)	\$50/hr		
Gym (Any use that utilizes any tables, chairs, and/or kitchen) (345 person capacity)	\$75/hr		
Sanctuary	\$60/hr		
SUB-TOTAL:			
Monthly Rental Discount: 15% (x 0.85)			
Weekly Rental Discount: 25% (x 0.75)			
Member Discount: 50% (x. 0.50)			
TOTAL:			

Facility Use Guidelines

1. The facilities of First Friends Church are dedicated to the glory of God and should be used accordingly.
2. The First Friends Church Facility is only available for rent from **9:00am - 10:00pm**.
3. The **Custodial Fee** is in place to offset the cost of scheduling a building attendant to set-up / tear-down as well as oversee the facility throughout the rental. The Custodial Fee may be discounted or waived for Monday-Thursday daytime rentals while the building is already open for other purposes.
4. 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.
5. 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.
6. **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.
7. For Recurring Rentals, a **Security Deposit** will be charged for the first occasion only, then refunded upon completion of the rental agreement.
8. The multi-purpose room will seat about 50 people at tables, the chapel will seat approximately 60-70 people. Larger groups will need to rent the gymnasium (either half or full court, depending on size).
9. When renting the **Family Life Center Kitchen or Lower Kitchen**, please do not use the church's disposable items (paper plates, cups, plasticware, napkins, etc). Please provide your own as those are designated and inventoried for specific purposes.
10. An additional fee of \$700 will be charged if the fire suppressant device is activated in the kitchen.
11. Games of chance involving money, such as Chinese auctions, 50/50 raffles, bingo, etc. are not permitted.
12. "Sticky tac" and masking tape may be used to attach decorations. No use of tacks, nails, duct tape, staples or mechanical fasteners is permitted.
13. Only authorized church personnel are permitted to adjust thermostats. Please inform the building attendant of any uncomfortable conditions.
14. 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.
15. 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.
16. 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.

17. With the approved rental of a kitchen, use of refrigerator, freezer, and ice machine are permitted as space is available. Any cooking equipment utilized (pots, pans, utensils, etc) must be fully cleaned and properly replaced. Countertops must be cleaned. Stove and/or oven must be cleaned if used. All leftover food, beverages, and paper products must be placed in trash containers or removed. Soiled linens must be placed in the laundry area. Failure to follow these guidelines places renter at risk of losing of part/all of security deposit.
18. 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.
19. Only church approved sound technicians and instrumentalists will be permitted to use and control the church's audio/video equipment or musical instruments. Approved persons will be at the discretion of the Senior Pastor, Worship Pastor, and/or Trustees of First Friends Church.
20. 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 building attendant. Any damage or maintenance expenses will be deducted from the security deposit.

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 hoops and/or volleyball nets are included with gym rental.

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 if a fire is going to be built. When activity is over, the fire must be completely and thoroughly extinguished.

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

Signature of Renter _____ Date _____

Approved by: _____

Deposit paid: Date _____ Amount _____ Cash _____ Check # _____

Additional Notes: