

Facility Use Agreement

Release of Liability

I agree to assume all responsibility for the safety and behavior of participants while using Mission Trails Church. I agree to hold Mission Trails Church harmless against any and all claims or suits resulting from any injury or incident arising during these meetings and will hold the Church, its staff and elders harmless.

Printed name of person responsible

Email and Phone

Signature:

Date:

Facility Use and Guidelines

Use of Mission Trails Church facilities requires those using the facility to abide by the following:

Enforce that no one (1) adult will be alone in any room (classroom or bathroom) with any one (1) child who is not their own child, unless there is a medical emergency.

Enforce the following building / property safety items with its participants:

- a. Take reasonable precautions with steps into and out of classrooms.
- b. No playing or climbing on the hillsides above the building (east), in between the buildings, in the backyard area. (near the stairs), or below the building (west), for safety reasons, and to prevent the erosion of the hillsides.
- c. No throwing rocks on the property at any time, especially in the backyard area.
- d. No children are to be in the outdoor play areas unless supervised by an adult.
- e. Participants are not to attempt to enter rooms not included in the agreement (specifically church offices and storage rooms), unless given permission by MTC Staff.
- f. As MTC meetings, ministry events and work may be taking place on campus during the event, participants and adults will strive to be considerate of noise levels while in rooms, particularly in the middle courtyard area of the church.

GUIDELINES: Follow these guidelines in the use of the facility.

1. Keys may be signed out from the church office. You will be responsible for unlocking, locking. Keys are to be returned within two weeks after the event. AC is to be turned off.

2. The event organizers will be responsible for set up and clean-up to good condition

- Tables and chairs: Set up and take down. Tables and chairs should be returned to original location
- Kitchen: Refrigerators and ovens are available for use for the event. All remaining food should be removed.
- Supplies such as coffee, cups, plates should be provided by the event organizers.
- Masking or painter's tape only should be used for mounting to walls and ceiling supports. Tape should be removed
- Clean Up:
 - o Empty trash to dumpster by the street. Food or scraps are not to be left or left out.
 - o Clean counters, and cook tops
 - o Wash and return towels & linens.
 - o Vacuum floor.
 - o Stack tables & chairs – please do not drag stacks across the carpet

3. Damage: No damage deposit is required. Any damage, beyond normal wear, is the responsibility of the event organizers to repair or replace. Additional fees may be assessed if guidelines are not followed.

Initials of person responsible _____