



## God's Vision Ministries, Inc.

### IV. GENERAL EXPECTATIONS FOR BUILDING USE CODE OF CONDUCT

- It is the responsibility of the Applicant to set up and take down chairs and / or tables needed for the event / meeting unless otherwise stated in contract
- Tape only, can be used if decorating. No nails, tacks, staples, or pins will be used.
- Sanctuary- Pick up papers, remove decorations, vacuum, sweep and damp mop floors, if needed
- Cleaning equipment and supplies will be available after the event
- Tables and chairs must be wipe down before being taken down
- Trash cans are to be emptied into the dumpster (located in the rear of the parking lot) and new liners put in all the trash cans
- Bathrooms are to be sweep and mop floors if needed, make sure sinks and toilets are clean and bathroom lights off
- **No food or drinks** are allowed beyond the Fellowship Hall area
- **Alcoholic beverages and smoking** is not allowed in the church and on church grounds
- Children must be under supervision by an adult at all times
- Out of respect for other building events, unnecessary wandering through the facility is not allowed
- All scheduled building events are not published, therefore to avoid a building use conflict, activities are to be confined to the area approved in advance for your group's use
- Applicant shall be liable for any damage to property or equipment. Applicant agrees to report any damages or loss to the church office by the next business day
- Please be sure all lights are turned off before leaving the building

Should the above responsibilities not be fulfilled, the Applicant understands and additional maintenance, custodial or administrative fee may be deducted from the damage deposit.

By signing this form, the applicant understands and agrees to the responsibilities listed above.

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## God's Vision Ministries, Inc.

### V. AGREEMENT & INSURANCE

I have read the Facility Use Policy (attached) and agree to follow the instructions and guidelines. I understand that as the authorized representative for this event, I will be held responsible for any damages to the facility at God's Vision Ministries, Inc. 694 Hudson Avenue. A damage deposit is required and any costs of damages as determined by God's Vision Ministries, Inc will be assessed.

I understand that space is considered reserved only after God's Vision Ministries, Inc. receives a signed contract with the required deposit. Checks or money orders will be made out to: God's Vision Ministries, Inc, with event list on memo line.

The applicant or a representative from the event must be present for the entire time the facility is in use. Publicity for any events at God's Vision Ministries, Inc. is the option of the applicant, at the applicant's expense. All publicity, however must be approved by God's Vision Ministries, Inc.

God's Vision Ministries, Inc. does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members or those attending the event.

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

God's Vision Ministries, Inc.

**PROPERTY DAMAGE FORM**  
**FOR OFFICE USE ONLY**

APPLICANT:

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2<sup>nd</sup> Contact Person: Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Building Use Approved..... Yes [ ] No [ ]

Building Use Fee ..... Yes [ ] No [ ]

Total Paid (s) Paid..... Yes [ ] No [ ] \$ \_\_\_\_\_ Paid \_\_\_\_/\_\_\_\_/\_\_\_\_

Balance Paid..... Yes [ ] No [ ] \$ \_\_\_\_\_ Paid \_\_\_\_/\_\_\_\_/\_\_\_\_

Deposit Return..... Yes [ ] No [ ] \$ \_\_\_\_\_ Paid \_\_\_\_/\_\_\_\_/\_\_\_\_

.....  
Damage to property or equipment ..... Yes [ ] No [ ]

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Cost of Damages: \$ \_\_\_\_\_

Final Decision: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Church Secretary*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Trustee Board Members*

\_\_\_\_\_  
*Date*