

First Christian Church



North Kansas City

2018 Gentry Street
North Kansas City, MO 64116
Phone: 816-842-2341
office@fccnkc.org www.loveourchurch.org

Today's Date: _____

Building Use Agreement

Contact Information

Date of Rental:	Time Needed:
Name:	
Name of Organization:	
Type of Event:	
Address:	
City, State, Zip:	
Home Phone:	Daytime Phone:
Email:	

Building Use FEES

There are no building rental fees required of church **members** who have been active participants in the life and worship of our church for the six months preceding the reservation of the facility. A damage deposit is still required. Fees are to be paid 30 days prior to the event.

❖ Reservation Fee/Damage Deposit – Refundable following event according to guidelines provided below.	\$100 (\$200 Sanctuary)
❖ Sanctuary	\$250
❖ Disciples Hall – Seats _____	\$200
❖ Lounge	\$ 75
❖ DCC's Classroom	\$ 75
❖ Individual Classrooms	\$ 50
❖ Kitchen	\$100
❖ Custodian Fee – (If more than 5 hours, a fee of \$15/hr will be charged.)	\$ 75
❖ Sound Technician	\$ 35/hr

Building Use Guidelines

1. A date is only guaranteed upon the receipt of the Reservation Fee/Damage Deposit and the completion of the Building Use Agreement. The balance of fees must be paid **30 days** in advance of the event.
 2. Reservation Fee/Damage Deposit will be returned by mail within 30 days after the event following an inspection of the facility. It is the responsibility of the Event Organizer to leave the church in the same condition as it was prior to the event. The cost of any cleaning of/damage to the facility, equipment, or décor - if any - will be deducted from the deposit. In the event that damages exceed the amount of the deposit, the Event Coordinator will be billed for the difference.
 3. A church representative, other than the custodian, will unlock and secure the building before and after its use, regulate building temperatures, operate the sound system, and perform other related services as required. No keys will be given out. Exceptions to this stipulation may be determined by a church representative.
 4. **No alcoholic beverage of any kind shall be served or consumed on the church property.**
 5. No nails, thumb tacks, tape or other adhesives are to be used on any wall, piece of furniture, or pew.
 6. Fire and health codes are to be observed. Church policy prohibits smoking in the building.
 7. Food and/or beverages are confined to the Lounge, DCC's Classroom, Disciples Hall, or Kitchen areas. Any food or beverage leaving stains will cause the loss of the Damage Deposit.
 8. Tables and chairs in the areas may be rearranged; however, no other furnishings or decorations in the Lounge or Sanctuary, including wall hangings, may be removed or disturbed. When finished with the event, all tables and chairs must be returned to their proper places.
 9. The retractable screen in the Sanctuary may be used for the event with operation by the sound technician.
 10. First Christian Church will not be responsible for any personal loss or for any accident or injury to any member of the event or guest while on the premises. Organizations will be required to provide "Proof of Insurance."
 11. If a group reserves facilities on a regular basis, the fee for use may be negotiated.
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I have read carefully and understand First Christian Church's Building Use Guidelines and the fee structure accompanying it. I understand that my event date will be reserved on the church calendar when the Reservation Fee is received in the church office. I agree to abide by these Guidelines and wish to schedule the above facilities, date, and times for my event.

The \$100 Reservation Fee is enclosed. I agree to pay the balance of the fees no later than 30 days prior to the event date.

Please reserve the following rooms:

Signature _____

Date: _____

Church Representative _____

Office Use Only:

Information Received: ____/____/____

Reservation Fee Received: ____/____/____

Revised January 2016