

St. Mark's Lutheran Church Facilities Agreement

The maximum number of people that will be allowed in the Fellowship Hall at one time is 150.

The user is responsible for cleaning up and in general, returning the building to its original condition. Janitorial supplies are available for use for the clean-up of the building.

Tables, chairs, and other agreed-upon furnishings are available for use by the user and shall be used in a reasonable and responsible manner. Before leaving, the user shall return all the items that were used to their respective places.

If the kitchen is used, it shall be returned to its original state. (No use of paper products that belong to the church.)

If the nursery is used, it shall be returned to its original state.

If any other room is used, it shall be returned to its original state.

The user shall collect and remove all trash accumulated during the group occupancy of the building, including dirty diapers.

The user's group members shall not be allowed access to areas of the building other than what they were authorized to use. It will be the responsibility of the supervisor of this organization to see that these rules are maintained.

If the furnace or air conditioning is on, all doors and windows shall remain shut. If there is an event planned, the heat or air conditioning will be preset and should not be adjusted.

The user is responsible for any damage caused during the occupancy of this building.

No alcoholic beverages/beer, unlawful substances, or smoking shall be allowed on the church premises.

The user supervisor shall be responsible for turning off all lights and appliances used before leaving the premises.

Upon leaving, the user supervisor shall be responsible for locking the building.

St. Mark's is not responsible for any lost or stolen personal items.

I have read the above stated rules and agree to abide by these rules as stated. I also agree to abide by the laws of the State of Kansas and the ordinances of the City of Olathe, Kansas.

User's Contact Person's Name (printed)

Representing

User's Contact Person's Name (signed)

Telephone Number of Contact Person

\$100 Security Deposit: _____

Security Deposit Received by: _____
St. Mark's Representative

Date

Note:

- 1) Make check payable to "St. Mark's Lutheran Church."
- 2) Give check and signed *Facilities Use Agreement* to the church secretary.
- 3) Once the agreement has been signed by a St. Mark's representative, a copy will be given to the group requesting use.
- 4) When the event is over, as long as the premises are left in original condition, the security deposit will be returned.