

**BUILDING USE AGREEMENT for Non-Members
(for use of the United Presbyterian Church in East Guilford)**

To better facilitate the various usages of the Church, the following agreement has been made.

1. Name of User or Organization _____

2. Date and time of usage: _____; from _____ to _____

3. Facilities required (check one or more) and Purpose _____:

____ Sanctuary ____ Balcony Meeting room

____ Fellowship Hall ____ Kitchen

____ Christian Education Room

4. Person responsible for group: _____

Address: _____

Phone: _____

Have key ____ Y ____ N

5. Person in charge at church: _____

(if different from above)

Address: _____

Phone: _____

6. Cost: _____

All fees are to be paid in advance are as follows:

1. Custodian, \$50 for use of sanctuary, additional \$50 for fellowship hall
2. Use of church sanctuary, \$50
3. Use of church fellowship hall, \$50
4. A refundable \$200 security deposit is required for use of either the church sanctuary or the fellowship hall. The deposit will be refunded after satisfactory inspection.

7. Complete Rules for usage are found on the next page. (Please keep the rules for your reference before returning signed agreement to church representative)

8. On occasion, a scheduled event may conflict with a church activity which will have precedence. You will be notified in a timely manner when such a conflict occurs. Persons to contact to coordinate usage & schedules, request for changes or to report problems.

Kathy Schmidt, Clerk of Session
(607) 895-6634

Sharon Havens, church secretary
(607) 610-4033

Building Use Rules

United Presbyterian Church in East Guilford

- 1. A request for use of the church must be submitted in advance to the Pastor and the Session, the local governing body of the Presbyterian church, who will decide whether to grant the request.**
- 2. Ostentation in use of the sanctuary is discouraged.**
- 3. Fees need to be paid in advance.**
- 4. No smoking or alcoholic beverages are permitted on church property at any time.**
- 5. Decorations will be fastened and removed so as not to deface the furnishings and walls.**
- 6. All garbage will be removed from the premises and disposed of by the persons using the church building.**

Revised: January 13, 2014