

Sangamon Valley Church (SVC) Building Usage Document of Understanding

SVC – A Foursquare Gospel Church operates the premises located at _____, which is normally used for Church ministries.

_____ desires to use the building for purpose of
Name of User

_____ at the following time(s)_____
Purpose of use/Event type

This document does not replace a building usage agreement needed for lease out of the church building as set forth in Foursquare Bylaws or Board policies.

The following understanding is established for the use of SVC's facility:

1. In consideration for the benefit of using SVC's facilities, User agrees to abide by all the terms and conditions of use described in this document. The user will pay for cleaning of the premises according to the fee sheet. Financial considerations should be given to the staff for his/her time as well as musicians, vocalists, and sound equipment operators for all events.
2. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities. All church grounds and buildings are established as smoke free and alcohol free environments.
3. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of SVC, which is a biblically-based religious institution. The pastor must approve all music and vows that will be used for weddings.
4. User agrees to be responsible for preparing for use and **returning to the pre-use condition all areas of the premises which User will use**, including entrances and exits. The building cleaning checklist must be completed to ensure the building is returned in a manner that it is ready for our SVC ministries.
5. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
6. This document may be changed or cancelled by the staff, church council, or church elders at any time.

7. If SVC must cancel this use, User will be entitled to any deposit User has paid. However, in no event will SVC be liable to User for any lost profits or incidental, indirect, special, or consequential damages arising out of User's inability to use the above-described premises, even if SVC has been advised of the possibility of such damages.
8. Building Usage Policy: Priority for facility use in Mahomet is as follows: 1) SVC ministries or sponsored activities; 2) SVC partnership usage of the facility for ministry or personal use in alignment with our beliefs and practices; 3) Non-SVC partners use in alignment with our beliefs and practices. Church ministries and sponsored events always take priority, which includes events that may happen after the approval of number 2 or 3.
9. An appropriate staff member must approve all usages of church facilities.

SVC Staff

User

SVC's Staff Signature

User's Signature

Approval Date

User Contact number

Suggested Cleaning Fees

(The pastor or staff will approve cleaning fees for building usage)

Area of Church	Partners	Non-Church
Sanctuary	<i>TBD (est. \$300)</i>	\$750
Kitchen & Fellowship Hall		\$500
Class-rooms	<i>TBD (est. \$150 each)</i>	\$250 each
Lawn		\$350