

NORTH BUFFALO COMMUNITY CHURCH, SBC

FACILITY USE

Agreement for Facility Use

The lesser agrees to lease the facilities located at **350 Kenmore Avenue, Buffalo, New York 14223** for \$_____, Date _____. This agreement will be in force for a period of _____ hours. Day _____ Time _____ AM/PM to _____ AM/ PM.

If a member or close family of a member fee may be waived.

Facilities

1. This Agreement includes the following:

Fellowship Hall:

To help offset the costs of heating and lighting, the fee for use of the Fellowship Hall shall be \$25.00 per hour, minimum two (2) hours (for members only). This fee does not include extra fees required due to damages, missing property or additional cleaning. **For non-members will be \$50.00 per hour, minimum two (2) hours.**

The person reserving the Fellowship Hall shall be responsible for cleaning and removing all decorations immediately following use.

All Furnishings:

No additional fee is required for use of furnishings. Removal of furnishings from Church buildings shall be prohibited.

Dishes & Silverware:

The user is required to wash the dishes and replace them in the proper cabinet or drawer (if used). Removal of dishes, including silverware from the building is prohibited. There shall be no fee charged for the use of dishes and silverware.

Tobacco, Alcohol & Firearms

1. Smoking in Church buildings is prohibited.
2. Alcoholic beverages are prohibited in Church buildings or on Church property.
3. Firearms are prohibited on Church property

Cleaning:

- In regard to the environment, we ask that you try to use biodegradable products, (i.e. Styrofoam cups, plates, etc.) if at all possible.
- Take all leftover food with you. Do not leave in the kitchen or refrigerator. You must provide containers to transport food.
- Blown fuses: If your group trips a breaker, do not attempt to fix it. Contact the maintenance personnel or person on call.
- The kitchen sink, countertops, tables, etc. must be cleaned before leaving.
- All NBCC, SBC pots, pans, and cooking utensils must be hand washed in the sink.
- Garbage and recycling shall be disposed of in the proper receptacles outside the building.

Details

- All groups must vacate the building by 9:00 PM. unless prior approval has been applied for and received.
- There must be a supervising adult 21 years or older from the user group in charge and present at all times for liability reasons.
- The facility must be left in an orderly condition. All damages must be reported immediately to the staff member on duty.
- Birdseed and bubbles are permitted outside the building. Use of rice and confetti **are prohibited** from use at weddings or other festive occasions anywhere on the church property.

- Use of posters and signs must have prior approval and approval of posting and location must be received from a representative of NBCC.
- No food or beverage may be taken into the worship spaces or restrooms.
- **Groups using the facility are responsible for care of, and will be charged for damage to, any property or furnishings.**
- Equipment of a specialized nature, (i.e. major kitchen appliances, video and sound equipment, etc.) will be made available with authorized personnel to supervise its operation. Equipment may not be moved without permission.
- **NBCC, SBC is not responsible for the loss or damage of personal items. User groups shall not hold the NBCC, SBC responsible in any way for temporary storage of equipment or supplies.**
- No food that is brought in for an event shall be left on the premises.

These are not available for outside events or groups.

- Paper towels and paper napkins.
- Coffee, tea, salt, pepper, creamer, sugar, sweetener.

Please designate a contact person from your group responsible for the following:

- After Activity, wipe off tables and return cart with all used items to the kitchen. Place trash in respective containers available in the kitchen.
- At sink, wash and rinse all dishes and place in appropriate washing rack.
- Wipe up spills, counter tops and table.

Other Details

Persons reserving the facilities will be responsible for any damage caused by themselves or any of their guests during the time of leasing.

When your food event is over, please take the trash to the garbage receptacles located at the back of the church. Please take all leftover food with you. Please place any wet towels over the sink to dry. If you rearrange any tables, chairs, or other furniture, please return them to their original location.

Birdseed and bubbles are permitted outside the building. **Rice & Confetti is not allowed.**

The church is not responsible for any lost or stolen items. Valuables should not be brought to the dressing rooms.

Persons reserving the facilities must sign a copy of this policy indicating their understanding and agreement to comply with the requirements as stated, herein within 3 days or receipt of this agreement.

I have read and understood clearly and agree to the conditions of the above agreement and do hereby affix my name, and as such, do promise to abide by said agreement.

Lesser Signature	Date	Lessee Signature	Date
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All payments must be in the form of check or money order. **Cash is not accepted.**