

FRESH START COMMUNITY CHURCH

309 N. Eastern Ave. Moore, OK 73160

(405) 794-7313

(405) 799-8771 (FAX)

Building Use Policy for Members* of FSCC

<u>Building/Room(s)</u>	<u>Fees</u>	
Fireside Room w/ kitchen	\$35.00 per three hours	_____
Family Life Center w/ kitchen	\$65.00 per three hours	_____
Use of linen tablecloths	\$15.00 per table	_____
	Sub-Total	_____
Deposit (due when scheduled)	\$25.00 per event	_____ \$25.00

TOTAL FEES _____

*A person is considered a member of FSCC who is 18 years of age or older and has regularly attended FSCC for at least 6 months. FSCC reserves the right to cancel or refuse rentals if the event is contrary to the Biblically based beliefs and/or traditions of the Church of God movement.

Event Organizer _____ Today's Date ____/____/____

Address _____
(street) (city, state, zip code)

Phone Number _____(home/cell)

Email Address _____

Date of Event ____/____/____ Set-up Time _____ End Time _____

-----OFFICE USE ONLY-----

Secretary _____ Date of Application ____/____/____

Amount Received \$ _____ (cash/check) Check Number _____

Amount Received \$ _____ (cash/check) Check Number _____

Bookkeeper _____ Date of Deposit ____/____/____

Date of Deposit Refund ____/____/____ Amount \$ _____ FSCC Check # _____

GUIDELINES:

1. All rentals are subject to availability and approval by church staff.
2. Deposit will be refunded within 10 days of the event if the facility has been left in proper order.
3. Designated restrooms are available, but nursery services are not available. Please stay in the designated areas.
4. You are responsible for all setup and teardown of tables, chairs, etc. Floors and bathrooms must be left clean. You are responsible to bag and haul out your own trash. A key to the back dumpster is available.
5. Kitchenware (coffee pots, utensils, etc.) is available and must be cleaned when used. Paper products are not provided. Do not take food or drink outside of the designated area.
6. Church sound equipment is not available for use.
7. Alcohol, drugs, tobacco, firearms, and fireworks are prohibited on all church property.
8. Dancing is not allowed at any function.
9. The church property shall be left in the same condition it was found in. Furniture and sporting equipment cannot be used or moved without permission.
10. Linen tablecloths are available for the cleaning fee of \$15 per cloth.
11. A church qualified technician must supervise any use of sound equipment.
12. Saturday events should end no later than 6:00 pm. Custodian will open and close building according to the time requested.

Please read attached "Standard for Facilities Use" statement.

I understand this facility is designed for worship and agree to comply with the above guidelines.

(signature)

(print name)

Date ___/___/___