

Building Use Agreement for the Lounge/Upstairs Kitchen
Sandusky Presbyterian Church

- Description of space:
 - Seating capacity: 48 at 8 round tables; additional chairs available; couch and 2 armchairs
 - Projection screen, computer for powerpoint usage, DVD player
 - Kitchen facilities: full size refrigerator; 2 microwaves; sink, serving counter
 - WiFi

- Use of space:
 - Tables and chairs may be rearranged, as long as they are put back in place as they were found.
 - All trash generated by groups using the space must be taken out and placed in the trash bins just outside the back door. Carpet must be vacuumed and tables wiped clean if food was served. No leftover food may be left behind.
 - One key will be lent out to the person requesting use of the space. *To keep the door unlocked, use hex key hanging to the left of the inside left door. Insert into hole in the center of bar; turn and push bar in; let go of key. To lock the door: insert hex key; turn to release lock; bar will pop out. Door will be locked.*
 - To Return key: leave under church secretary's door across from kitchenette. Pull locked door shut behind you as you leave.
 - All lights must be turned off, doors locked, and thermostats set back to 60 degrees/air conditioning units turned off. *(hit "schedule" on the thermostat screen to resume normal settings)*
 - A church member will check that the space is left clean and locked.

- Who may use our facilities?
 - Community and/or Non-profit organizations
 - Individuals – for family gatherings (showers, birthday/anniversary parties, reunions, etc)
 - We reserve the right to refuse use of our building to any group whose purpose conflicts with the church's mission. No profit-making activities may take place in our building (i.e. product parties).

- Scheduling: contact the church administrative assistance to tentatively reserve the room you wish to use. The Session (*church board*) has to approve all building use requests. Session meets monthly, so requests have to be made at least one month in advance.

- Building Use Fees:
 - Church members: no fee
 - Non-church members for private family event (baby shower, birthday party, etc): \$50
 - Community and non-profit organizations: supporting the work of groups working to make a difference for people in our community is part of the church's mission. A donation to the church for the use of space, so we can keep the lights on and continue in our mission is much appreciated.

I understand and agree to follow the Building Use Agreement of Sandusky Presbyterian Church.

Name: _____ *Date:* _____

Event/Organization: _____

Contact info (phone or email): _____