

**First Presbyterian Church**  
902 Main Street, Cedar Falls IA 50613  
319-277-3930 | firstpres@cfu.net

## Building Use Agreement

Date: \_\_\_\_\_

User or Organization's Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Dates using the building: *start* \_\_\_\_\_ *end* \_\_\_\_\_

Times: \_\_\_\_\_

Event: \_\_\_\_\_ One time  Re-occurring

Approximate number of people expected: \_\_\_\_\_

Rooms to be used (dining room, nursery, etc.) \_\_\_\_\_

Different set-up (i.e., tables & chairs) \_\_\_\_\_

Building Key checked out: # \_\_\_\_\_ Date returned: \_\_\_\_\_

Damage deposit of \$ \_\_\_\_\_ was submitted on (date) \_\_\_\_\_

Building use fee \$ \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

User agrees to hold harmless, indemnify and defend First Presbyterian Church (including the church's agents, employees and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the premises, its entrances and exits, parking lots, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the church (including the church's agents, employees and representatives) or otherwise.

The User agrees to conduct a visual inspection of the premises, including its entrances and exits, parking lots, and surrounding areas prior to each use and warrants that the premises will be used only if it is in a safe condition.

The User agrees that it will not assign any of its rights under this agreement, and any such assignment will void the agreement at the sole option of First Presbyterian Church.

First Presbyterian Church and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If First Presbyterian Church and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.

## User understands and agrees to the following:

### Initials

\_\_\_\_ 1. NO ALCOHOL of any type is permitted anywhere on church property for any event. No smoking, tobacco or vaping products are to be used inside the building. No illegal substances are allowed on the property.

\_\_\_\_ 2. All rooms used must be restored to the condition they were in prior to use.

\_\_\_\_ 3. Any changes in dates, times, number of attendees, or other changes effecting the event must be submitted in writing or via email. No event will be permitted that is beyond the church's space capacity, could result in excessive wear or tear, or that is not in keeping with the church's mission. Any changes to the event that result in any of these prohibited conditions will be  canceled  and fees refunded.

*(Capacity: dining room seats 160 at round tables; sanctuary seats 300)*

\_\_\_\_ 4. If the Nursery is used, children must be supervised by two persons, at least one of whom is over the age of 18. The Nursery may be used with one adult supervising the room only if that person is the parent, legal guardian, or family member of all children present. The user is responsible for providing the nursery attendants. At the end of the event, or each day if multiple days, all toys that are used in the nursery shall be placed in a designated basket for cleaning. Wipe down all surfaces (tables, trays, etc.) with provided wipes. Any other items used must be picked up and put away as they were prior to use. Tie-up diaper trash and throw away in outside trash dumpster.

\_\_\_\_ 5. KITCHEN: The coffee pots (Mr. Coffees and coffee urns), microwave, refrigerator, sinks and trash cans be used, but must be cleaned/washed before leaving the building. Use of tableware, tablecloths, utensils, cookware, appliances (stove or dishwasher), or church's paper products requires written permission or an authorized church representative present.

\_\_\_\_ 6. Children must be  supervised at all times  anywhere on church property including outside areas.

\_\_\_\_ 7. Any misuse of the elevators or fire alarms that results in a service call will result in an additional  \$200  fee.

\_\_\_\_ 8. Exits and hallways cannot be obstructed.

\_\_\_\_ 9. All trash is to be picked up and placed in trash cans. All food waste must be removed from the building. Garbage bins are outside at the SE corner of the building. We encourage recycling, but do not have recycle bins available in the church. Please take your recyclables to a recycling facility.

\_\_\_\_ 10. A wheelchair is available on the lower level in the northeast entrance to assist people with disabilities.

\_\_\_\_ 11. The user must turn off all lights and electronics, flush toilets, and lock all exterior doors before leaving the building. The church does not provide security for any event.

\_\_\_\_ 12. Signs cannot be posted outdoors in the Right of Way (the yard space between the sidewalk and street.) Any signs in the church yard must have prior approval from the pastor. Signs inside the building cannot be attached with Scotch tape or "sticky tack" to painted walls. Painter's tape or sticky notes must be used. All signs must be removed within 24 hours after the event.

\_\_\_\_ 13. In winter, a contractor clears the parking lot, but the sidewalks may not be shoveled prior to your event. Snow shovels and salt are available for you to use.

\_\_\_\_ 14. Complete and return the "Check Out" form to the Church Office at the end of your event.

Contact person at the church: \_\_\_\_\_ Phone: \_\_\_\_\_

This is the user's contact after hours or on weekends.

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## Building Use Check Out Form

\_\_\_\_\_ Everything is picked up, cleaned up and put back in its original condition.

\_\_\_\_\_ Garbage and food waste are properly disposed of.

\_\_\_\_\_ Bathrooms checked; toilets flushed.

\_\_\_\_\_ Any outside or inside posted signs removed.

\_\_\_\_\_ All lights turned off in the rooms used. Electric heaters and equipment turned off.

\_\_\_\_\_ If you are the last group leaving the building, are all lights off and front and side entrance doors locked and latched?

Please let us know if anything was not working properly while you were in the building (i.e., lightbulb burned out, faucet dripping, toilet running, equipment not working, etc.). Is there anything that needs our urgent attention? Did anything spill or break, or was any damage done by your group?

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Leave this sheet in the church office or slide under the office door.