

ST. MARK'S LUTHERAN CHURCH FACILITIES USE AGREEMENT

The maximum number of people that will be allowed in the fellowship hall at one time is 100.

The user is responsible for cleaning up and in general, returning the building to its original condition. A janitor closet is located in the center portion of the building and janitorial supplies are available for use for the clean up of the building. The user will be instructed on how to use the equipment by a congregational staff or member. For weddings and receptions, the \$50 custodial fee will be applied.

Tables, chairs and other agreed upon furnishings are available for use by the user and shall be used in a reasonable and responsible manner. Before leaving, the user shall return all the items that were used to their respective places.

If the kitchen is used, it shall be returned to its original state.

If the nursery is used, it shall be returned to its original state.

If any other room is used, it shall be returned to its original state.

The user shall collect and remove all trash accumulated during the group occupancy of the building.

The user's group members shall not be allowed to roam throughout other parts of the building other than the rooms they are using. It will be the responsibility of the supervisor of this organization to see that this rule is maintained.

Before leaving, the user supervisor shall be responsible for locking the building and returning the key.

The user supervisor shall be responsible for turning off all lights that have been turned on.

If the furnace or air conditioning is on, all doors and windows shall be shut. If the user turns on the air conditioning, the user shall shut it off at departure.

The user is responsible for any damage caused during the occupancy of this building.

No alcoholic beverages including beer are allowed on the church premises. No other unlawful substances will be allowed.

I have read the above stated rules and agree to abide by these rules as stated. I also agree to abide by the laws of the State of Kansas and the ordinances of the City of Olathe, Kansas.

User's Contact Person's Signature

Representing

User's Contact Person's Signature

Security Deposit Received in the amount of: _____

Security Deposit Received by: _____
St. Mark's representative

Date _____