

# Facility Use Agreement

REDEMPTION POINT  
CHURCH OF GOD



- All activities must adhere to the selected and approved times for the event. Please be sure to include your set up and clean up time in your event time frame.
- All users are to use only the rooms/space reserved & assigned for use.
- **The ice machine and/or coke machine in The Point Cafe are not available for use.** Please ask for prior permission for any equipment in the kitchens that you may want access to.
- As stated in the request form, no one other than RPC media staff is permitted to use media (sound, lighting, audio-visual, etc.) in any building unless prior authorization is obtained. Please list any media needs in the request form. \*Charges for media technicians may apply.
- Children & teens must be under adult supervision at all times. They must also remain in only those areas of the facility that have been reserved & approved for use.
- No nails, screws, tacks, or adhesive product is to be used on any interior surface of the building. Including, walls, carpet, furniture, tile floor, woodwork or doors. \*Scotch tape only would be ok for decorations. No duct, electric or other strong adhesive tape is approved for use.
- Church equipment such as tables & chairs must be left clean and put away. All areas that have been used are expected to be swept, trash taken out and bags replaced and returned to how it was before. \*\*even if janitorial services are required after your event, we ask that you still tidy, sweep and take trash.
- Use of church facilities may be subject to rental, maintenance and cleaning fees. These will be discussed prior to reservation approval.
- Except for bottled water, **no food or drinks are permitted in the main sanctuary area.**
- If you need a fob key those must be picked up during office hours before your event. **It is your responsibility to coordinate picking up the fob. Failure to do so may result you not having access to the building or in a \$50 fee if you have to pick it up after hours.**
- Unreturned or lost fob keys will result in a \$60 fee to cover the cost of replacement.
- Damages to church property, either real or tangible, are the financial responsibility of the user/group.
- No alcohol may be served or consumed on property. Smoking is prohibited on church property.

***By signing this agreement I assume responsibility for ensuring that all event participants agree to and abide by all the terms set forth by Redemption Point Church of God. This includes all above mentioned items as well as any other instructions provided by church staff members.***

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