FACILITY USAGE AGREEMENT KOREAN EMMANUEL PRESBYTERIAN CHURCH

Introduction and Purpose: This church is a non-profit organization with a limited budget. The purpose of this agreement is to promote safe, harmonious facility usage that is in accordance with church principles while minimizing facility maintenance costs and effects on neighboring residents. By instituting the following rules, the members of the church seek to maximize the benefits of the facility to the church body, to be good neighbors in the community, as well as provide outreach and support to the community by allowing usage to others who positively contribute to the community. ["User(s)"], including any organization, its members, individuals and associates, and the Korean Emmanuel Presbyterian Church (the "Church"), agree as follows: Space: Area of the Church available for Users will include the following: plus parking areas and restrooms. Day and Time: The Users will have access to the above space on: Day Time to Purpose of Use: The facility will be used for: Changes or additions to the above space and times require prior written approval. Time Conflicts: For obvious reasons, Church functions have priority over User's schedule. On occasion, Church functions may require adjustment or cancellation of the above usage times. In such event, the Church will use best efforts to contact User concerning such scheduling issues and attempt to reschedule User's time. Term: The term of this agreement shall be _____ (specify single use/month to month, etc.) and may be terminated by either party upon written notice.

Facility Rules: Users agree to abide by the following rules:

- 1. It is the responsibility of each approved User, whether a group or individual, to ensure that others they allow on to Church property are familiar with and agree to these rules.
- 2. Users shall likewise be familiar with location and use of the electrical panel, water shut off, fire extinguishers, emergency phone, cleaning supplies and equipment.
- 3. No smoking in any building.
- 4. No alcoholic beverages on the premises.
- 5. No food or beverages inside the sanctuary or other carpeted areas.
- 6. No excessive noise, profanity, obscenity, unlawful activity, or other activity that could constitute a nuisance to neighboring residents, including loud playing of vehicle stereos when entering the grounds.
- 7. Clean and remove all trash from premises.

- 8. Clean area as necessary after use.
- 9. Clean kitchen and properly store items as necessary after use.
- 10. Return all tables and chairs to proper places. Church property, including tables & chairs, may not be taken from the facility without prior authorization from the pastor or church secretary.
- 11. Turn off all lights and other electrical items.
- 12. Each year (in January if possible), each User group shall review this agreement.

General Conditions for Use:

<u>Damage</u>: Individuals and groups are responsible for any damages occurring as a result of their usage. Proper repair or replacement of damaged church property is to be authorized beforehand by the Korean Emmanuel Presbyterian Church.

Indemnification: Except as prohibited by law, all users, individuals, groups, and organizations agree to indemnify, defend and hold harmless the Korean Emmanuel Presbyterian Church, its employees, members, guests, invitees, and agents for any and all personal and/or property damage of any kind that may arise out of use or occupancy of the Korean Emmanuel Presbyterian Church facility and property by User, its employees, members, guests, invitees, and agents.

Violation of these terms may result in loss of privileges.	
Dated:	Dated:
Korean Emmanuel Presbyterian Church	User:
Administrator	Authorized Representative
Contact Ph #	Contact Ph #