

**BUILDING USAGE AGREEMENT**  
**For Members\* of First Community Church**  
**FIRST COMMUNITY CHURCH OF LEAVITTSBURG – 4640 W. MARKET ST. LEAVITTSBURG, OH. 44430**  
**Teri Boggs - 330-872-3264 (home) or 330-646-4480 (cell) or Church Office at 330-898-4164**

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Name (person requesting use) \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Today's Date \_\_\_\_\_

E-mail Address \_\_\_\_\_

Organization/Group \_\_\_\_\_

Area Requested:     Community Life Center (CLC) Gym         CLC Kitchen         Burrows Auditorium  
                          Sanctuary         Meacham Center (meeting room only)         Basement

Type of Activity/ Event \_\_\_\_\_

Date(s) of Activity/ Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Set-Up Time \_\_\_\_\_ Close Time \_\_\_\_\_ Facility Rep Total Hours \_\_\_\_\_

First Community Church of Leavittsburg (Owner) agrees to allow use of the above indicated areas provided the following terms and conditions are met.

1. User agrees to pay \_\_\_\_\_ for the use of the facilities.
2. User agrees that fees must be paid at the time of booking and that no date(s) will be reserved until the payment of fees is received. Facilities are not confirmed as reserved until the church facility coordinator gives final approval.
3. User agrees that it will not use the facilities for any unlawful purposes and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
4. User agrees that smoking and alcoholic beverages are not permitted on church property.
5. User agrees to abide by any and all rules or regulations for the use of the premises that are attached to this agreement.
6. User agrees to provide a copy of certificate of liability insurance if available.
7. User agrees to hold harmless, indemnify and defend Owner (including Owner'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 a person using the above described facility, its' entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including the Owner's agents, employees, and representatives) or otherwise.
8. User agrees to be responsible for preparing for use and returning to pre-use condition all areas of the premises which the User will use, including entrances and exits.
9. User agrees to conduct a visual inspection of the facilities to be used, including entrances and exits, prior to each use, and warrants that the facilities will be used only if it is in a safe condition.
10. User agrees to supply and use own table coverings.
11. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.
12. Individuals/Groups using the facilities agree to be responsible for all damages to the property of the church. You are responsible for the actions of your guests and any damages that may occur.

\*\* I have read the conditions above and the guidelines on page 2 and agree to abide by the policies established by First Community Church of Leavittsburg and agree to pay all applicable fees.

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

**FIRST COMMUNITY CHURCH OF LEAVITTSBURG  
COMMUNITY LIFE CENTER – RENTAL CLEAN-UP RESPONSIBILITIES**

**1. CLC - GYM**

- IF YOU MAKE A MESS – CLEAN IT UP
- WIPE-OFF TABLES AND CHAIRS AND PUT THEM AWAY
- PUT AWAY ANYTHING THAT YOU GET OUT (BALLS, EQUIPMENT, ETC.)
- SWEEP OR DRY MOP FLOOR
- WET MOP ANY SPILLS, MUD, WATER OR SNOW TRACKED IN
- PUT TRASH IN DUMPSTER AND NEW CAN LINERS IN RECEPTACLES
- REMOVE ALL SIGNS AND DECORATIONS AFTER EVENT \*\*\*\*

**2. RESTROOMS**

- MAKE SURE FAUCETS ARE TURNED OFF AND TOILETS FLUSHED
- PICK UP PAPER, ETC. FROM FLOOR. SWEEP OR MOP AS NEEDED.
- WIPE OFF COUNTERS, FIXTURES, MIRRORS, DOOR HANDLES, TOWEL/SOAP DISPENSERS, LIGHT SWITCH
- REMOVE TRASH

**3. CLC KITCHEN**

- DO NOT PUT FOOD DOWN THE DRAINS
- PUT AWAY ANYTHING THAT YOU GET OUT
- TURN OFF AND UNPLUG APPLIANCES (NOT REFRIGERATOR OR FREEZER)
- MAKE SURE ALL BURNERS ON STOVE ARE TURNED OFF
- WASH AND PUT AWAY DISHES AND UTENSILS
- CLEAN SINKS AND COUNTERS
- REMOVE ANYTHING YOU BROUGHT FROM THE REFRIGERATOR AND FREEZER
- MAKE SURE APPLIANCE DOORS ARE CLOSED TIGHTLY
- SWEEP AND MOP AS NEEDED
- DO NOT LEAVE ANY FOOD ITEMS

**4. CLC – OTHER AREAS**

- CLEAN UP TRASH AND DEBRIS FROM YOUR EVENT
- SWEEP, MOP, CLEAN AND REMOVE TRASH FROM RECEPTACLES AS NECESSARY
- SHUT OFF LIGHTS
- MAKE SURE DOORS ARE CLOSED AND LOCKED WHEN LEAVING

\*\*\*\* DO NOT PUT UP SIGNS OR DECORATIONS ON WALLS UNLESS PRIOR PERMISSION IS GIVEN BY FACILITY COORDINATOR. DO NOT ENTER OR ALLOW GUESTS TO ENTER OTHER AREAS OF FACILITY UNLESS YOU HAVE PRIOR PERMISSION FROM FACILITY COORDINATOR.

IF YOU HAVE ANY QUESTIONS, CALL TERI BOGGS @ 330-646-4480. WHEN YOU ARE DONE, CHECK ITEMS OFF THIS LIST, SIGN AND DATE THIS FORM AND LEAVE ON KITCHEN COUNTER.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**BUILDING USAGE AGREEMENT FEE SCHEDULE  
FIRST COMMUNITY CHURCH OF LEAVITTSBURG  
4640 W. MARKET ST. LEAVITTSBURG, OH. 44430  
330-898-4164**

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COMMUNITY LIFE CENTER	MEMBER/REGULAR ATTENDEES	\$15/HR - \$60 MAX
CLC KITCHEN	MEMBER/REGULAR ATTENDEES	INCLUDED WITH CLC
BURROWS AUDITORIUM	MEMBER/REGULAR ATTENDEES	NO CHARGE*
CHURCH BASEMENT	MEMBER/REGULAR ATTENDEES	NO CHARGE*
SANCTUARY	MEMBER/REGULAR ATTENDEES	\$50
MEACHAM CENTER	MEMBER/REGULAR ATTENDEES	NO CHARGE*

\*MEMBERS AND REGULAR ATTENDEES USING AREAS FOR WHICH THERE IS NO CHARGE ARE RESPONSIBLE TO CLEAN UP AND RESTORE AREA USED TO CONDITION BEFORE EVENT.