



2323 Eastern Avenue
Plymouth, Wisconsin

Facility Use Agreement

(for use of building only/not a New Life event)

Submit request via online form, go to [Facility Use Agreement](#) OR

Choose "make a copy" under "File" to fill out, save, and email back to office@newlifeplymouth.com.

New Life Community Church believes that this building was a gift from God and desires for it to be a blessing to our community. Therefore, no rent will be charged if you wish to use this building according to the terms of this agreement; however, users of this building/facility are responsible for set up, clean up and take down and any damage that may occur.

1. **Owner** agrees to let **User** use the requested portions of this building located at 2323 Eastern Avenue, Plymouth, Wisconsin, as follows:

User:

Name

Address

Name of Organization/Group/Sponsor

Contact Number and Email

Your Organization's Purpose: _____

Dates Requested: _____

Frequency: _____

Which Day of the Week: _____

Time: _____

General Information:

Describe in detail the type of event you will be bringing to our facility, including the number of participants: _____

Rooms Requested: _____

Anticipated Number of Participants: _____

Is Childcare Needed? _____

If yes, will it be paid _____ or unpaid? _____

Will Food and Drink be consumed? _____ Yes _____ No

Will any church-owned equipment/furniture be needed? (Coffee brewer, coffee urns, nescos, sound/video, chairs, tables, etc.) _____ Yes _____ No

If tables and/or chairs are requested, how many? Tables _____ Chairs _____

List all other needs here:

If "Yes" to the above question, please complete the following:

_____ I have been instructed on the use of equipment

_____ I have not been instructed on the use of the church's equipment and am requesting assistance to operate equipment

2. Non-Fee Agreement. There will be no charge for this usage; however, USER is responsible for any damage incurred to the building or its contents. In consideration for the benefit of using Owner's facilities, USER agrees to abide by all the terms and conditions of use described in this agreement.

3. Use of Premises. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules and regulations of all governmental authorities while using the above-described facilities.

User agrees that it will not use the premises for any purposes that is contrary to the mission, purpose or beliefs of the Owner which is a biblically based religious institution.

User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement, including Building Use and Cleaning Procedures.

4. **Screening and Supervision Procedures.** User agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth and vulnerable adults attending user’s function at the above-described facilities.

5. **Requirements for Organizational Users and Individual Users.**
 For *Organizational Users* – User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above-described premises. The certificate of insurance will indicate that User has made Owner an “additional insured” on User’s policy with respect to the use by User of the above-described premises.

 For *Individual Users* – User promises and warrants that User will obtain signed Activity Participation Agreements (either provided by or acceptable to Owner) from each participant in the activity. If the participants are minors, User will obtain the signature of at least one parent or legal guardian on Each Activity Participation Agreement.

6. **Hold Harmless and Indemnify.** 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, illness, exposure to infectious/communicable disease, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, 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 Owner’s agents, employees and representatives) or otherwise.

7. **Return to Pre-Use Condition.** User agrees to be responsible for preparing for use and returning to the pre-use condition of all areas of the premises which User will use, including entrances and exits. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.

8. **Cancelled Agreement.** This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.

 In no event will Owner be liability to User for any lost profits or incidental, indirect, special or consequential damages arising out of User’s inability to use the above described premises, even if Owner has been advised of the possibility of such damages.)

9. **No Assignment.** User agrees that it will not assign any of its rights under this agreement and any such assignment will void this agreement at the sole option of the Owner.

Release and Indemnity Agreement

This Release and Indemnity Agreement is between _____

(organization or individual) and New Life Community Church-Plymouth, Inc. (for use of the property describe above for meetings and other activities.)

NOW, THEREFORE, in consideration of New Life Community Church-Plymouth, Inc. permitting the organization or individual(s) to use the property described herein, the organization or individual(s) agree(s) as follows:

Organization or individual(s) hereby indemnify, hold harmless, releases, and discharges and its administrator, directors, agents, officers, members, volunteers, and/or employees, from any and all liability, claims, demands, losses or damages arising out of the use of the property.

ACCEPTANCE OF RESPONSIBILITY

I/We agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear which may occur as a result of this activity. I/We will remove all signs posted by my/our group after the meeting has ended. I/We further agree that the church property will be used in accordance with the Rules and Regulations of the congregation (a copy Property Use Resources including the Rules has been received) and I/We hereby consent to the Release and Indemnity Agreement.

Building Use and Cleaning Procedures I/We have further been instructed and given a copy of the New Life's Building Use and Cleaning Procedures for the cleaning process of the room(s) I/we are using and agree to abide by those cleaning practices.

Reference Please give a personal or professional reference:

Name	Address	Relationship	Phone
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Records Check I give permission to New Life Community Church to include my name on the list for screening purposes via a criminal records check. I hereby release and hold harmless from liability, all persons, organizations, and other entities which provide references or information to New Life Community Church with regard to me or my background. I hereby release and hold harmless from liability New Life Community Church, its staff, employees, and volunteers with regard to any decision that it makes regarding my use of the facility.

Please note that the findings of any records check does not determine your eligibility to use this facility.

Name of Organization or Individual: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

On behalf of New Life Community Church

_____ Request Approved

_____ Request Denied

Signature _____ Date _____

****See Building Cleaning Procedures on next page**

Building Cleaning Procedures

June 2023

For a New Life event or your usage of the New Life facility, please use only the south entrance for you and your guests. Do not use north/office entrance unless previous arrangements have been made.

After your event/activity/usage, please make sure:

1. All items on coffee bar and back counter are put away (coffee supplies), coffee urns rinsed out, counters wiped down. **Coffee brewer stays "on"**. Turn off 12 cup coffee maker if used.
2. Welcome center counter is clear and wiped down.

3. Floors are swept
4. Sanctuary carpet is vacuumed. Do not allow anyone on the stage/platform or in the sound booth unless that has been previously arranged.
5. Chairs are returned to "Sunday morning setup"
6. Kitchen is returned the way you found it (dishes washed, put away, floor swept, etc.)
7. Bathrooms are cleaned up.
8. Garbage bags tied and taken to dumpsters (west side of building, under old teller area) and liners replaced. Please take sure garbage and recyclables are placed in the correct dumpsters. No bags allowed in the recycle dumpster.
9. All lights turned out.
10. All doors are locked / use allen key wrench on top of the thermostat in south entryway to lock south doors from the inside.

Please use these cleaning products:

Cleaning Cart- We have 1 Main Cleaning Cart in North Storage Room off Sanctuary.

Supply Shelf with cleaning supplies in the North Storage Room along the East Wall.

New Life Kids Supply Closet- Has 2 dry mops, Vacuum Cleaner, Broom & Dustpan, Rags. There should be Toilet Paper and Hand Towels are on or under the small table in the New Life Kids bathroom. If not,

NOTE: Garbage bags- for large and small grey cans are located under the Café Counter (Left hand side).

Vacuum Cleaners- There is 1 in the New Life Kids Storage Closet (South side of building) and 1 in the North Storage Room by the Sanctuary.

Mops and Bucket- Next to slop sink in North Storage Room..
Please return all supplies to their original areas. Thank you.

If you've used the building for a church meeting, group, activity or anything else, please sign and date this document so that we know you understand these procedures and have cleaned before you left. Thank you for helping us keep our building clean and sanitized!

Date: _____

Signed: _____

