

Facility Usage Contract for Non-Profit in 2025

Cornerstone Alliance Church (CAC)

Full Name of Non-Profit: _____

Address: _____

Contact Name #1: _____ Title: _____

Phone: _____

Contact Name #2: _____ Title: _____

Phone: _____ Email: _____

Type of Events/Activities Expected: _____

Event Dates Expected for the Year: _____

Area(s) of facility requested for usage (Check all that apply):

- ☐ Meeting Room (Living Room or Hub) ☐ Commons ☐ Youth Room ☐ Community Room/Kitchen
☐ Multipurpose Room (only) ☐ Multipurpose Room & Kitchen ☐ Pavilion/Outside Property

As the Facility Occupant (FO), you are responsible for the setting up and putting away of any tables and chairs needed or used during the usage time period. The usage space must be put back the way that's shown on the 'set up' pictures taken of that room. These are either on the back of the doors or we will communicate another location.

Policies regarding use of the facilities:

1. Colored juice or drinks of any kind are discouraged. If used, the FO assumes responsibility for clean-up and any stains that occur during the usage may result in a reduction of the security deposit to be returned.
2. Rice, confetti, glitter, etc., are all prohibited from being thrown inside the church building.
3. Smoking or vaping in any form is prohibited inside the church building.
4. All alcoholic beverages, illegal drugs or THC (of any form) are prohibited on the church property.
5. Firearms are prohibited unless permission has been obtained from CAC.
6. No audio or video presentation shall be permitted that contains language or actions which may conflict with our statement of faith and values.
7. No gambling.
8. No political party activity shall be held on the premises.
9. Moving anything on the stage in the multipurpose room (ie., instruments, music stands or lighting) without consent of CAC is not permitted.
10. Please communicate to all helpers that dragging tables and chairs across the floor is prohibited. Please utilize the table and chair carts when the movement of tables and chairs is necessary.
11. Painter's tape (**ONLY**) may be used to hang things on the walls. Pins, other forms of tape are prohibited.
12. No fire or flames of any kind are allowed in the church. Battery operated candles are permitted.
13. No tape on the painted lines on the floor of the Multipurpose Room.

Initials: _____

Cornerstone Alliance Church will provide a clean facility and will provide general post-event cleaning, such as, but not limited to the cleaning of bathrooms, vacuuming all rooms used; mopping floors used.

Clean-Up:

When the facility is used, Cornerstone requires the following cleaning practices before leaving the facility:

- Basic clean-up is required (ie., event decorations, trash, etc.).
- We ask that the appearance and condition of the premises AFTER the usage is as good or better than it was BEFORE the usage, including any and all area(s) where food is served.
- If the kitchen area was used, all surfaces must be wiped down, including stove, and clean any spillage.
 - All dishes must be washed, dried and put away.
 - Leftovers cannot be left in the refrigerator or freezer.
- All trash must be taken out to the dumpster that is located outside, on the east side of the building, next to the garage.
- All emptied trash cans will need new trash bags put in them.
- A cleaning cart, containing basic cleaning supplies (trash bags, broom, vacuum, etc.) will be available.
- A check-off list/exit form will be provided. Please complete the form before leaving the building.

The FO shall release, indemnify, keep and save harmless, Cornerstone Alliance Church and its employees from any and all responsibility or liability from any and all damages or injury of any kind or nature whatever to all persons attending the event for which the facility has been used, and to be responsible and report all property damage occurring in connections with the use of the facility.

Initials:_____

RULES & DISCLAIMERS:

- Cornerstone Alliance Church reserves the right to refuse usage of the facility if it is not in alignment with our Mission/Core Values and/or our Statement of Faith.
- Cornerstone Alliance Church prohibits the use or presence of any illegal drugs, THC (of any kind), alcohol, and or any firearms (not first approved by CAC) on the premises.
- I have read the policy on rental of facilities, basic clean-up requirements, rules and disclaimers, and accept the duties, responsibilities and conditions of the contract.
- I (organizer/representative) have read the above indemnity policy and accept responsibility for any and all injuries and claims related to this activity.
- In the event of a funeral, Cornerstone Alliance Church reserves the right to make any necessary adjustments to the date/time of this usage contract to accommodate the funeral, although every effort will be made to avoid any disturbance.

****CAC does not charge a fee for the Non-Profit's usage of the CAC facility. However, if the Non-Profit would like to make a donation, the funds go directly to our Building Usage Fund that helps maintain the upkeep and beauty of our building.**

****Should any damage occur as a result of the Non-Profit's usage of the Cornerstone Alliance Church facility, Cornerstone could reach out to the Non-Profit for assistance.**

_____ (please print full name)

_____ (signature)

_____ (date)

CAC Contact Information

cornerstoneoffice.cac@gmail.com

2010 Marion Marysville Rd, Marion, OH 43302

740.387.3565

cornerstonemarion.org

****Cornerstone Alliance Church's desire as a Christ-centered, community-focussed family is to make our facility available as a shared space.****

(Rev. 3/19/25)