

Fellowship of Oso Creek
Facility Use Agreement
MEMBERS/MINISTRY – LARGE EVENT

Fellowship of Oso Creek is happy to share our wonderful facilities with those who are members of Fellowship of Oso Creek. We only ask that you follow the policies as stated below.

_____ All events shall be scheduled through the Church office. You will be assigned a coordinator for your event. Events are not scheduled on Sundays or holiday weekends, and only one event will be planned for a given day. A non-refundable deposit of \$200 is required to reserve a date and the facility, which will be applied towards the total charges. Your non-refundable deposit secures your date and facility use. Should it be necessary to change the event date the reservation fee may be applied to the new date. The balance of the remaining charges must be paid on the event day.

_____ The coordinator will be present at your event and all rehearsal that may be necessary. The coordinator will schedule janitorial help as needed and supervise room preparation. The coordinator will schedule the sound/media staff, as well as, be responsible for opening the building for your event. You will be **allowed three hours the day of your event to come and set up**. The coordinator will be present during this time to help you with any needs you may have.

_____ This agreement includes the use of the Sanctuary, Bathrooms, Foyer and common areas only. It does NOT include the use of any classrooms or offices. Those areas are strictly off limits.

_____ Pre-recorded music or live music may be used in our facility and both require a sound technician to be present. The coordinator will arrange for a sound technician to be present for your event and all rehearsals pertaining to your event. Only the Fellowship of Oso Creek sound technician is allowed in the sound booth. The coordinator can also make arrangements for a multi-media technician to be available for your event if you need to use the multi-media booth. Only the Fellowship of Oso Creek multi-media technician is allowed in the multi-media booth.

_____ Only candles properly enclosed are allowed to be used in the facility. You are responsible for removing decorations from the facility immediately following the event. All rental equipments, such as decorations, linens, tables, chairs, etc., must be picked up immediately following the event.

_____ All attendees & members of the event will observe the policy which prohibits smoking and the use of alcoholic beverages in the church building.

_____ At the conclusion on the event all chairs in the Sanctuary must be returned

to their original position.

_____ The user is responsible for any damage done while using the facilities.
This includes damage done to the inside or outside of the building.

_____ By signing this contract you fully agree to the above stated conditions,
policies and fees.

Charges for Members

Facility	\$150.00
Staff Charge	\$20/hr
Cleaning Fee	\$150
Sound Technician	\$100
Multi-Media Technician	\$100

Event Host

Date

Coordinator (acting on behalf of Fellowship of Oso Creek)

Date