

**Fellowship of Oso Creek
Facility Use Agreement
MEMBERS/MINISTRY- SMALL EVENT**

(This Agreement covers a Small Event with a Maximum of 2 Hours)

Fellowship of Oso Creek is happy to share our wonderful facilities with those who are members of Fellowship of Oso Creek.

Requirements (please initial):

_____ All events shall be scheduled through the Church office. Events are not scheduled on Sundays or holiday weekends, and only one event will be planned for a given day.

_____ A Staff Member will be present at your event. For some events, the Staff Member will schedule janitorial help as needed and add any additional fees. The Staff Member will be responsible for opening and closing the building for your event.

_____ This agreement includes the use of the One Meeting Room, Bathrooms, Foyer and common areas only. It does NOT include the use of the Sanctuary or any offices.

_____ 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.

_____ The applicant is responsible for any damage done while using the facilities. This includes damage done to the inside or outside of the building. In addition, the applicant assumes all risk in connection with the rental and releases the Fellowship of Oso Creek and its representatives from any responsibility of harm caused by or at the event.

Charges for Members

Room Rental	\$30.00
Staff Charge	\$40.00
Cleaning Deposit	\$50.00

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

Applicant

Date

Staff Member (acting on behalf of Fellowship of Oso Creek)

Date

* This deposit will be returned upon completion of the event only if the staff person who is present verifies that all rooms have been returned to their original state and that no additional cleaning is necessary.