1st Free Will Baptist Church of Park Hills

Facility Use Agreement and Responsibility Acknowledgment

FRM-008 | RELATED POLICY: Facilities Use and Building Stewardship Policy

Use when church leadership requires a written agreement for approved facility use. Complete the event-specific terms before signing.

01 Event and authorized use

Person / group using facility	Responsible adult / contact number
Approved event / purpose	Date(s) and approved hours
Approved rooms / areas	Approving church representative

02 Agreed responsibilities

The person or group using the facility acknowledges the church's Facilities Use and Building Stewardship Policy and agrees to honor the conditions of the approved request, including:

- Use only the spaces, equipment, and times approved by the church; any additional access requires permission.
- Provide appropriate supervision, especially when children, youth, or vulnerable adults are involved, and follow applicable church safety policies.
- Observe church rules concerning alcohol, smoking or vaping inside, unlawful activity, fundraising, food areas, and permission for sound systems, instruments, and equipment.
- Maintain a responsible adult contact, oversee safe use of the property, and report any injury, damage, safety concern, or unusual incident promptly.
- Return rooms and equipment to their approved condition, complete cleanup, secure the building as instructed, and notify the church promptly if the event is cancelled.

03 Event-specific conditions (complete as applicable)

- ☐ Church representative required
- ☐ Proof of insurance required
- ☐ Additional insured documentation required
- ☐ Separate waiver or acknowledgment required
- ☐ Custodial services arranged
- ☐ Approved technology / kitchen use

Facility fee / agreed expenses

Deposit and due date

Cleanup / departure requirements

Building access / key contact

Other conditions, restrictions, permitted equipment, insurance details, or approved exceptions

I understand that approval may be limited or cancelled consistent with church policy. Damage, misuse, unusual cleaning, or failure to follow approved conditions may result in appropriate repair, replacement, cleaning, or other costs as provided by the church's policy and applicable law.

04 Signatures

Responsible adult / authorized group representative

Date

Authorized church representative

Date

This form records event-specific use and responsibility. It is not a stand-alone release of liability or a substitute for any separately required insurance or waiver document.