

# FOLCROFT UNION CHURCH

## CHRISTIAN EDUCATION COMMITTEE POLICY RESPONSIBILITY AGREEMENT FOR REQUEST FOR USE OF FACILITIES/PROPERTY (For use by Friends outside of the Church Family)

Relative to my request for use of the facilities/property at the Folcroft Union Church, my Member-Sponsor and I, agree to the following:

- That my Member-Sponsor is required to be present at my function from beginning to end.
- We understand that a donation of \$250 is encouraged and expected. We further understand that this amount includes a \$50.00 CASH security deposit which will be refunded if nothing is missing or damaged during my event. Damage or loss exceeding \$50.00 is also my responsibility.
- We will assume responsibility for damage to and loss of Church property. We agree to report any and all incidents, in writing, to the church office.
- That my Member-Sponsor will obtain a building key for my use and that I will return same to my Member-Sponsor at the end of my event; I understand my Member-Sponsor will be contacting me.
- We will not permit smoking, alcohol, or drugs of any kind in the building or on the surrounding premises of the Folcroft Union Church.
- We are willing to submit a background sheet or "Statement of Philosophy" on my organization as requested.
- We are aware that the telephone is available for emergency use only and I am fully responsible for any and all misuse of the telephone.
- We are aware that access to classrooms and other areas of the building not listed on my original request are prohibited. I will honor this restriction.
- We are aware that high impact regulation sports and games, using regulation equipment, are not permitted. High impact activities include, but are not limited to: basketball, volleyball, hockey, dodge ball, bombardment, football.
- We are aware that use of Nerf equipment is permitted and is not limited at this time. Use of common sense is strongly encouraged.
- We understand that Christian music and appropriate secular music and dance are permitted, HOWEVER, my Member-Sponsor is charged with, and has the authority to end all inappropriate activities.

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- We will provide adequate adult supervision for activities involving children under 18 years of age. ("Adult" - for this situation - being someone 25 years or older.)
- We understand that decorations are permitted using removable tape only; no nails or tacks, and that all decorations should be removed when this event is over.
- We agree to leave the property as we found it. Specifically:
  - If we change the "set-up" we will put it back.
  - If we use the kitchen, we will clean it up, including wash, dry and put away everything used.
  - We will dispose of all trash / garbage into the outside covered trash containers.
  - We will use the sweeper / vacuum as necessary.
  - We will check every area of the facility we use – including the bathrooms – to ensure all lights are off, AC and/or fans are off (fans will be unplugged), and all doors are locked when we leave.
- We acknowledge that using the facilities of the Folcroft Union Church is at my own risk and the Church will not be held liable in any way.

**We have read this Responsibility Contract and We agree to follow the guidelines established and abide by the restrictions listed.**

\_\_\_\_\_  
Signature: Person making the request

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Sponsor Signature: Church Member

\_\_\_\_\_  
Date signed