

CANNON UNITED METHODIST CHURCH
Community Organization Facility Use Agreement

Name of Organization

Date

Contact Person

Position in Organization

Address of Organization

City, State, Zip

Contact Phone Number

Contact E:mail Address

Purpose of Organization

Is this Organization part of the Boy Scouts of America? Yes (Attach Annual Charter Agreement) No

Are any of the Organization's members or participants under the age of eighteen (18)? Yes No
(If Yes, then paragraphs 5, 6, and 7 should be initialed.)

I, _____, an authorized representative of the above named Organization request permission for my Organization to utilize meeting and/or event space of Cannon United Methodist Church. I understand and agree that my Organization will follow the procedures for facility use as outlined in this agreement and the following documents included with this agreement: Facilities Use Policy, Facilities Use Procedures, Safe Sanctuaries Policy and Procedures, Sound and Video Use Policy. I understand that utilizing the facilities at Cannon Church is a privilege and my Organization is required to conduct its meetings and/or events at Cannon Church in accordance with these procedures if permitted to use Cannon Church facilities.

Community Organization Facility Use Agreement Procedures:

1. The Organization will submit a Request for Meeting Space Form to the Calendar Coordinator at Cannon Church at least two (2) weeks in advance of the meeting date. The Organization is not to utilize any meeting or event space until they have received a confirmation of the Request for Meeting Space from the Calendar Coordinator. **Agreed upon payment for facilities use must be paid one week before the scheduled event.**
2. Organization members and/or participants will conduct themselves in a safe and courteous manner at all times while on the Cannon Campus.
3. The Organization is responsible for reimbursing Cannon Church for the repair or replacement of any damage to the church facility, furniture, or equipment caused by the Organization's members or participants. This includes the payment of any fines imposed by Gwinnett County agencies for false fire alarms or false security alarms caused by the Organization's members or participants.
4. The Organization will conduct their meeting or event in the assigned meeting room or space only as indicated on the Calendar confirmation record that will be sent to the Organization's contact upon the approval of the submitted Request for Meeting Space. Any reassignment of meeting or event space can only be done by the Calendar Coordinator at Cannon Church.
5. For the safety of children and youth while on Cannon's campus, Organization members or participants less than eighteen (18) years of age must be under the direct supervision of an adult member of the Organization at all times while they are on the Cannon Church Campus. Children and Youth must be in the assigned meeting or event space and not allowed to be outside of that area during the meeting or event except to visit the nearest restroom.
6. If the Organization has custody of children less than eighteen (18) years of age, the Organization must adhere to Cannon Church's Safe Sanctuary Policy (attached to this agreement). An essential part of this Policy should be a "Two Adult Rule" that ensures that there will always be at least two adult supervisors present at any meeting of children less than eighteen (18) years of age.
7. Parents or guardians of children and youth members or participants of the Organization who are less than eleven (11) years of age must accompany their child to the meeting or event space upon arrival and meet them at the assigned meeting or event space at the end of the meeting or event. The Organization's group leaders are not to leave the assigned meeting or event space until all participants have been met by their parent or guardian.

Representative's Initials

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8. The Organization agrees not to provide product or items for sale to others outside the Organization or to conduct any commercial transactions while on the Cannon Church Campus other than in the Organization's assigned meeting room.
9. Due to limited storage space the Organization is not to store or leave any items or materials in Cannon's facilities unless prior written permission has been obtained from the Church Board of Trustees.
10. The outside doors at the Grand Lobby, Information Center, and Kitchen entrances automatically lock each night, usually at 9:00 PM. For safety purposes, the doors automatically unlock when approached from the inside. In order to ensure the security of the facility and to assist in controlling electrical utility usage, outside doors must not be propped open.
11. The Organization agrees to leave any assigned meeting or event space in the same room setup and condition as the facility was in prior to the meeting or event unless prior arrangements are made with the Church Facilities Manager.
12. In the event that the Organization will not utilize a previously scheduled meeting or event space, the Organization will notify the Calendar Coordinator at least two (2) days in advance so that the space can be made available to other organizations requesting the use of the facility and that appropriate scheduling of Cannon Church's custodial staff can occur.
13. In the event that Cannon Church has need for the use of a previously scheduled space Cannon Church will give the Organization advance notice so that alternative arrangements may be made. Cannon Church will make a good-faith effort to find alternative meeting space on Cannon Church's Campus; no guarantee is made that space will be available. Cannon Church reserves the right to reassign meeting and event space as needed.
14. Failure by the Organization and its members and/or participants to adhere to any of these procedures may result in revocation of meeting privileges in the Cannon Church facilities.
15. Rental fee of \$ _____/month will be charged on _____. This agreement terminates on _____.
16. The Organization agrees to provide Cannon Church with volunteer service hours during the term of this agreement as mutually agreed to by Cannon Church and the Organization to assist with facility maintenance, landscaping, special event preparation, etc. Cannon Church will notify Organization when such services are needed and schedule a mutually convenient time for their performance.
17. Cannon Church shall have the right to revoke this agreement for any failure of Organization members or participants to conduct themselves in accordance with these rules and regulations.

Representative's Initials

In consideration of the privileges granted herein, the undersigned does hereby waive liability, release, and forever discharge Cannon United Methodist Church, Inc., its Trustees, its employees, and its members from any and all demands, rights, and causes of action of whatever kind or nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property, and the consequences thereof, including death, resulting from any member or guest of the Organization's use of church facilities, or by anyone associated with the Organization, or in any way connected with such Organization programs, and all related activities.

The Organization will have each participant in activities conducted on the Cannon Church campus sign the release that is attached hereto. The Organization will indemnify and hold Cannon Church harmless from any claim related to the Organization's use of church property.

The Organization shall be solely responsible for the supervision of all of its members and guests while on Cannon Church property and shall assume all risks of loss or damage or harm to the Organization or its members or guests that may occur under the terms of this agreement.

Cannon Church reserves the right to terminate this agreement at any time, with or without cause.

I have read, understand, and agree to the procedures for facility use as outlined above. I understand that it is the Organization and its members' responsibility to follow these procedures.

Read and Agreed to this _____ day of _____, 20__ by the undersigned duly authorized representative of said Organization.

Representative's Signature

Date Signed

Church Board of Trustees Authorized Signature

Date Signed