

# CRCC FACILITY USE AGREEMENT



## **PLEASE OBSERVE THE FOLLOWING:**

No animals are allowed in the building.  
All children in the facility must be supervised by adults at all times.  
Only those rooms specified in the agreement will be available for your use on the day of your event.  
Unauthorized use of equipment is not permitted.  
Assigned timelines must be observed.

## **SET-UP & TAKE DOWN**

It is the responsibility of the renter for setting-up and cleaning after using the facility, which includes returning all items to their original places. Please remove all personal effects. Renters must bag all trash, materials, decorations, etc. Check to ensure that all equipment and furniture is accounted for and undamaged. Failure to comply will result in loss of Deposit. The general rule of thumb is to leave the facility in the same or better condition than you found it.

## **FOOD**

Renters can provide their own food. There is an outside food fee. Equipment is not available to prepare food on site. Therefore, food will need to be prepared off-site and only served at the facility. All food, garbage and soiled diapers from the event must be bagged and disposed of properly by the renter in the dumpster provided.

## **DECORATIONS**

You may bring freestanding decorations into the facility and are responsible for removing them at the conclusion of your event. Please do not use staples, nails, tacks or duct tape to fasten decorations on walls. The use of masking/painters tape is acceptable. All tape must be removed when taking down decorations.

## **ALCOHOL/SMOKING**

CRCC is a smoke free facility. No alcoholic beverages are allowed on property.

## **PRIOR TO YOUR EVENT**

Please arrange an appointment with facility staff to receive a facility orientation and answers to all of your event related questions.

## **CANCELLATIONS:** Cancellations must be made in writing. Faxes and emails accepted.

Cancellations made 30 or more days prior to the event will result in a full refund.  
Cancellations made 14-29 days prior to the event will result in a refund of 50% of the deposit.  
Cancellations made 0-13 days prior to your event will result in no refund of the deposit.  
In case the facility is closed due to inclement weather (per Shawnee Mission School District closings) you will receive a refund or may reschedule your event for another time subject to availability. CRCC will attempt to give you reasonable notice of the cancellation.

I UNDERSTAND I AM RESPONSIBLE FOR MY OWN SET UP AND CLEAN UP AND FOR ANY DAMAGES THAT OCCUR AT REPLACEMENT COST INCLUDING LABOR CHARGES. I WILL ALSO PAY FOR ADDITIONAL USE BEYOND ORIGINAL TIME AGREED UPON. IF THE EVENT REQUIRES AN ADDITIONAL RENTAL MONITOR OR STAFF TIME I WILL PAY A FEE, WHICH WILL BE ADDED TO THE RENTAL CHARGES.

The undersigned is making application to Cedar Ridge Christian Church for use of its facilities and agrees to observe the policies/procedures of the facility agreement. The applicant agrees to exercise the utmost care in the use of the facilities and property and to hold Cedar Ridge Christian Church & CRCC representatives harmless from all liability resulting from the use of said facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental period. I have read, understood, and accepted all procedures in the rental/agreement and the supplemental documents for using the facility.

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# CRCC FACILITY USE CHECKLIST



**USE THE FOLLOWING CHECKLIST WHEN CLEANING THE AREA YOU HAVE USED.**

**FACILITY MAGAGEMENT WILL CHECK THE AREA FOLLOWING THE EVENT.**

**PLEASE INSURE ALL ITEMS ARE CHECKED TO RECEIVE FULL DEPOSIT RETURN.**

**THANK YOU!**

- COUNTERS CLEAN
- TABLES WIPED OFF
- CHAIRS RETURNED / STACKED
- TABLES RETURNED
- TRASH OFF FLOOR
- ALL TRASH BAGGED
- FOOD/GARBAGE OUT TO DUMPSTER
- SOILED DIAPERS OUT TO DUMPSTER
- ALL PERSONAL ITEMS REMOVED
- ALL LIGHTS TURNED OFF