



Cambridge Springs First Church of God Activities Center & Pavilion Usage Agreement

Our philosophy:

Our facilities were constructed through sacrifices of church members and are dedicated to being used for God's glory. They are tools to meet the needs of our congregation and community while following and sharing the Gospel of Jesus Christ. Therefore, every facility is to be always treated with respectful care by those using them. At no time are the buildings of Cambridge Springs First Church of God (CSFCOG) to be used by person or groups for any questionable activity or for any purpose that could possibly bring reproach upon the name of Jesus Christ. At no time should the use of the buildings conflict with the ministries and purposes of this church. It is our desire that all activities on our grounds be righteous while being conducted in a biblical, Christ-honoring way.

Policies:

All persons in charge are responsible to see that these policies are observed by everyone present when using the activities center or the use of the activities center may be forfeited.

1. Scheduling usage of the activities center and/or pavilion is to be done either through filling out the form on csfcog.org or (for those without the ability to do that) through contacting the church office at 814-398-4015. The facilities are not available for use during church services, including special services. A church service or church activity takes precedence over the use of the facilities.
 - Upon scheduling, a church representative will communicate with you about a temporary door code to enter the building and instructions for its usage.
2. There is to be NO use of tobacco, drugs or alcohol in or on church property.
3. Dress should be modest, appropriate for the activity, and not offensive to Christian values.
4. Improper language will not be tolerated.
5. There is to be no climbing or hanging on the basketball nets or rims. Dunking the ball off chairs, tables, etc. is not permitted.
6. Damage to the church property will be the responsibility of the group or individual using the facility.
7. The activities center will not stay open later than 10:00 p.m. on weekdays and 11:00 p.m. on weekends unless it has been pre-approved.
8. The equipment room is to be kept closed when not being used.
9. After the activity the facilities should be left as good as or better than you found it, following these instructions.
 - All lights must be turned off.
 - Heat must be turned back to 65 degrees.
 - Dispose of garbage. Cans are located on the side of the church behind the white wall.

- Tables and chairs must be put away.
- Check all restrooms for cleanliness and running water.
- Kitchen counters and sinks must be cleaned if they have been used.

NOTE: It is the responsibility of the person making the request to use the facilities to ensure it is left clean and in good condition. It is not the responsibility of the custodian to clean the facility after each use.

10. The activities center doors are to be kept locked when not in use. All doors should be securely locked after each use. However, DO NOT lock the doorknob of the double doors, only lock the electronic lock.
11. Report any problems to the church office ASAP.
12. CSFCOG will in no way be held responsible for any personal items left in facilities or for injuries not caused by CSFCOG's negligence.

The following also apply for non-church members using CSFCOG facilities:

1. Each group must have a responsible person who is at least 21 years old present during the duration of the rental period. This person will be responsible to make certain the facilities use policy is carried out.
2. Each group must provide a certificate of insurance prior to the event.
3. Each group must cooperate around scheduled church functions. This includes but is not limited to waiting until church groups are finished or leaving prior to church activities begin.
4. **Non-refundable fees, due prior to the scheduled event**, to cover operating costs are as follows:
 - a. \$75 for 4 hours or less
 - b. \$150 for more than 4 hours
 - c. \$50 per use for groups scheduling extended usage of the facility
*This can be changed at the church board's discretion.
5. Each group must provide their own supplies, i.e. cups, plates, napkins, etc.
6. CSFCOG's board of directors reserves the right to decline any request for the use of the facility or revoke prior permission if it is determined that those activities go against this agreement.

These policies are to be observed in order that the facility might be properly maintained for everyone's use and the church's Christian witness is not harmed. Any group or individual not observing these policies will be denied the use of the facility. Thank you for your cooperation.

Printed Name of Requestor

Signature of Requestor

Date



Cambridge Springs First Church of God Activities Center & Pavilion Usage Request Form

Name or Organization of the Requester:

Requested Date and Time:

Planned Activity:

Phone #:

Requested Door Code (4 or more digits):

If approved, do you agree to pay the fee before the date of your event?
