

Monroe Life Center User Agreement

Date of Application: _____

This User Agreement is made on the date indicated between Life Church Monroe and: Organization Name (Renter/ Responsible Party): _____ (must be present for the entire event)

Official Contact Name: _____

Phone: _____

Email: _____

I/My organization agrees to the following guidelines in the use of the Monroe Life Center Facility that we have requested:

DUE TO MULTIPLE USERS/RENTERS, WE ASK THAT YOU ARRANGE TO BE OUT OF THE SPACE BY TIME ALLOTTED. Life Church Monroe has agreed to allow User to use the requested part of the facility located at 457 South Main-Monroe, Ohio 45050 with the following agreed-upon conditions;

1. No doors are propped open, and all attendants are brought in by the responsible leader or co-leader. – If your organization is caught with propped doors without the consent of Life Church, you will lose your privileges to use the building in the future.
2. All participants using the facility must be adult-supervised.
3. Group supervisor will check the cleanliness of all restroom facilities and rooms used during the event. If any of these rooms are left uncleaned by your group/organization (including the hallways and lobby) you may lose your privilege to use the building in the future which may result in a \$150 cleaning charge. Access to the cleaning supply room will be given if you require cleaning materials for the event. Please check the state of the rooms before use and report any issues to Tim Kellis at 513-313-1293.
4. Group Supervisor will make sure all doors are locked and lights are off following the completion of their gym use time.
5. There will be no use of alcohol, non-prescription drugs, or tobacco while on the facility premises inside or out.
6. Groups should enter through doors as set by Life Church leaders-NO doors should be left open.
7. Those entering the building must be allowed entrance by a group adult-no minors.
8. No pets are allowed in the building.
9. All Fire Department regulations will be strictly observed. There will be no smoking, drugs, consumption of alcoholic beverages, or gambling permitted on facility property. Unruly behavior or rough language is not tolerated on facility premises.
10. Use of Life Church equipment must be pre-approved, and only individuals knowledgeable in the safe and proper operation of equipment and supplies shall be allowed use of it.
11. All balls are provided by the group using the facility.
12. CARE OF FACILITY – All facilities, grounds, and equipment must be returned as they were found.

13. Repair or replacement of damaged facilities, grounds or equipment is the responsibility of the group using/damaging said items.
14. Any use of an outside vendor must be pre-approved.
15. USE RESTRICTION –Life Church Monroe reserves the right to cancel or modify all terms and conditions of this agreement subject to twenty-four (24) hour verbal notification.
16. Working with minors is a tremendous responsibility and those working with minors must be FBI cleared.
17. Working with minors requires 2 background checked adults to be with the group at all times. Adults are not to be one on one alone with minors unless they are immediate/approved family members.
18. Life Church Monroe is not responsible for injuries that occurred in the use of this facility. It is the group’s responsibility to ensure safety while using the facility.
19. If the facility is requested by an organization or person for profitable use, they must gain approval through the facilities manager and may require additional approval by the Advisory Board/Elder Board. The organization or person using the facility for profit will be required to donate 10% of earnings to use the facility. If the request is for long-term use, an additional contract, agreement, and fee maybe be required.

Applicant Name/Signature: _____

Applicant FBI Check Verification: _____

LCM-FBI Check Signed off _____ Date _____

(Official Use)

Date Approved: _____

Approved by Life Church Monroe Leaders/Staff Member: _____