



# Indoor Event Rental Policy

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1. Individuals/organizations will coordinate with a church representative to review use of the property prior to the event.
2. A church representative will be available on the day of the event, and can be on-site during the event.
3. Users are responsible for clean-up of the property. Trash containers are available, and bagged trash should be placed in dumpster.
4. Users will be responsible for setting up and restoring the tables and furniture that they use.
5. Use of on-site restroom is included.
6. Smoking is not allowed on the property.
7. Other groups or events may also be meeting at the same time. Please be considerate of noise and activity.
8. Additional requests that may arise will be approved or not at the discretion of the church representative.

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Organizer Signature

Date

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Church Representative

Date