



CHURCH OF THE KING  
685 Bay Rd – Queensbury NY 12804  
(518) 745 8906  
Email: admin@cotk.net

## BUILDING USE APPLICATION & AGREEMENT

### Conditions for use of all or part of Church of The King premises

1. The user agrees that the premises will not be used for any purpose contrary to the mission, values, and beliefs of the owners.
2. The user agrees to the fees and conditions set out in these guidelines and/or agreed upon for the specific event(s).
3. The user agrees that the premises will not be used for any unlawful purpose, and will obey all laws, rules, and requirements of the governing authorities while using the described facilities.
4. The user agrees to any rules or requirements for the use of the premises that are attached to this document.
5. The user promises and warrants that it carries insurance with a minimum liability of \$1,000,000.00. The user will provide a certificate of such insurance at least seven days prior to the date when the user begins to use the described premises. The certificate of insurance will indicate that the user has made the owner an “additional insured” on the user’s policy with respect to the building use described in the agreement.
6. The user agrees to hold harmless, indemnify and defend owner (including owner’s agents, employees and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the premises, its entrances and exits and surrounding areas, for user’s purposes, regardless of whether such injury or damage results from the negligence of the owner (including owner’s agents, employees and representatives) or otherwise.
7. User agrees to be responsible for preparing for use and returning to pre-use condition all areas of the premises which user will use, including entrances and exits.
8. User agrees to conduct a visual inspection of the premises, including the entrances and exits, and warrants that the premises will only be used if it is in a safe condition.
9. In the event of weather related issues which require such treatment as snow removal or any other treatment to render the property usable, the user agrees to pay for the necessary treatment, or has the option of emergency cancellation.
10. The user agrees to provide supervision for parking and crowd control (ushering) for all events which involve the attendance of a crowd (concerts, performances, etc.)
11. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.
12. The user agrees that it will not assign its any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the owner.
13. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.
14. Smoking on any part of the COTK Campus - inside buildings or in the parking areas - is prohibited.
15. A deposit of \$100.00 is required to cover minor damage, refundable after the event and subsequent inspection of the property by the owner.

BUILDING USE APPLICATION & AGREEMENT

Page 2 – Description of Use

Name of Applicant Organization: \_\_\_\_\_

Address \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Organization \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**TABLE OF FEES & CHARGES**

- Members of COTK who apply for personal use of the facilities will be charged the base rate for the room(s), under Column ‘B’, with no hourly rate.
- Recognized volunteer non-profit groups will be charged the base rate for the room(s), under Column ‘B’, with no hourly rate, unless multiple days are involved, at which time an hourly rate may be applied to cover additional expenses
- Rehearsals will be charged by the hourly rate in Column “B”, having been covered by either the Base Charge in column “A” or “B”.

	“A”		“B”	
	With Admission Charged		No Admission Charged & Rehearsals	
	Base Charge (Once per project)	Hourly Rate	Base Charge	Hourly Rate
Auditorium	\$100	\$50	\$75	\$30
Seminar Room	\$50	\$25	\$25	\$15
Classroom	\$20	\$10	\$15	\$10

**DETAILS OF USE:**

Date(s) of use (including all rehearsals, preparations, etc.)

<b>Auditorium</b> (Admission Charged)	<b>Date</b> (mm/dd/yy)	<b>From</b> (time)	<b>To</b> (time)
<b>Auditorium</b> (No admission charged) <input type="checkbox"/>			
<b>Seminar Room</b> (Admission Charged)	<b>Date</b> (mm/dd/yy)	<b>From</b> (time)	<b>To</b> (time)
<b>Seminar Room</b> (No admission charged)			
<b>Class Room 1</b> (Dressing Rooms)	<b>Date</b> (mm/dd/yy)	<b>From</b> (time)	<b>To</b> (time)
<b>Class Room 2</b> (Dressing Rooms)			
<b>Class Room 3</b> (Dressing Rooms)			
<b>Class Room 4</b> (Dressing Rooms)			
<b>Class Room 5</b> (Dressing Rooms)			

**BUILDING USE FEE AGREEMENT  
& PAYMENT FORM**

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*Checks to be made out to 'Church of The King'  
and designated to event name*

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This agreement by and between Church of The King Inc.,  
and \_\_\_\_\_

Dated: \_\_\_\_\_

Signed on Behalf of The Owner

Signed on Behalf of The User

\_\_\_\_\_  
Signer's Name

\_\_\_\_\_  
Signer's Name

\_\_\_\_\_  
Position with Owner (Title)

\_\_\_\_\_  
Position with User (Title)

Paid the sum of \$ \_\_\_\_\_

Date \_\_\_\_\_