



685 Bay Rd – Queensbury NY 12804

(518) 745 8906 | admin@cotk.net

BUILDING USE APPLICATION AND AGREEMENT

General Guidelines and Requirements

1. For the purpose of this policy any reference to facilities includes reference to any property of Church of the King, including furniture and equipment.
2. Every group or organization is required to abide by all church guidelines, requirements, and other restrictions regarding usage of church facilities.
3. Users of church facilities agree to use utmost care in use of church facilities and agree to leave the facilities in good, clean condition. This includes vacuuming carpets, emptying trash receptacles, mopping if necessary, and washing tables.
4. All requests for usage of church facilities are subject to approval by the Ministry Team.
5. Each outside group or organization is required to complete and deliver to a team member a signed agreement.

General User Responsibility

1. Those using Church of the King facilities agree to release, protect, defend, indemnify, and hold harmless Church of the King and its team members, members, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs, and expenses (including without limitation reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any Church of the King facilities.
2. In the event of damage to the church facilities those using any Church facilities will accept any amount of repair and replacement costs as estimated or otherwise determined by Church of the King and shall pay the church for such repair and replacement costs upon demand.
3. The transfer or passing on by any group or organization of permission to use church facilities to any other person or organization without Church of the King being notified is strictly prohibited.
4. Those using the church facilities must confine themselves to the areas provided for in their utilities usage agreement and will not exceed the capacity limits of requested facility areas.
5. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage.
6. Furniture and other supplies must be returned to their original room. Items may only be permanently moved with permission.

7. Use of tobacco products, alcoholic beverages or drugs is strictly prohibited on church premises.
8. No group or organization (whether or not a church member is affiliated with such organization) shall use any church facilities in a manner or any purpose that is in conflict or contradicts the mission or principles of the church.

This policy is applicable to the use of Church facilities by any individual, group, or organization outside of the regular use of the church deemed by the Oversight Team.

Facilities Usage Agreement

Name of Group/Organization: _____

Address: _____

Phone: _____ Email: _____

Contact person: _____

Date(s) & Time(s) of Event(s): _____

Nature of Event: _____

Room(s) being reserved: _____

Facility Usage fees:

A deposit of \$100.00 may be required to cover minor damage, refundable after the event and subsequent inspection of the property by an Oversight Team Member.

Large Events

For large events requiring substantial use of the facility (such as public gatherings, artistic performances, conferences, etc.), a fee will be quoted by COTK.

Small Events

Room	Member	Non-Member
Fight Club	\$10	\$20

Coffee Room (Kitchen included)	\$25	\$50
Sanctuary	\$50	\$100
Preschool Classroom	\$10	\$20
Elementary Classroom	\$10	\$20
Picnic area/Playground	\$10	\$20
Kitchen	\$10	\$20

Other necessary notes/information:

The above named group or organization acknowledges the receipt from Church of the King Building Usage Form and Facilities Usage Agreement and has read and fully understands all guidelines, requirements, restrictions, and other provisions set forth in these documents, which are incorporated herein by reference requests usage of church facilities as indicated above accepts, agrees to and will in all respects fully and timely comply with Church of the King Building Usage Form, and such additional requirements and restrictions as may be communicated on behalf of Church of the King to the named group or organization prior to or in course of such usage.

Date: _____ Signature: _____

Name: _____

Accepted by Church of the King

Date: _____ Signature: _____

Name: _____

Added to the church calendar _____