



# North Grenville Community Church

A Congregation of the Free Methodist Church in Canada

## Facility Use Application form

NGCC would like to thank-you for considering the use of our facilities in support of your ministry event or special occasion. Please note the staff will endeavor to assist you, as required, so please do not hesitate to contact us at 613-258-4815 should you have any questions.

We ask that any group using our facilities sign this “Facility Use Agreement” acknowledging our usage policy, procedures and expectations. To follow are the tenets of this Agreement:

- a. Prior to the event, you as the event representative/organizer or ministry leader will be taken on a walk through of the facilities to verify they are clean, tidy and in good repair. Your signature on this form constitutes acceptance of the facilities in good condition;
- b. At the end of your event (unless prior arrangements are made) facilities will be returned in the condition received. This entails:
  - i. Returning all tables, chairs and equipment to their original places and sweeping and/or vacuuming all floors;
  - ii. Removing all decorations, paper and other material brought into the church;
  - iii. If the kitchen is used all materials placed in fridges or cupboards for the event are to be removed immediately after the event. Note, if it is not in the fridge or cupboards before the event it is because we do not need it; and
  - iv. All dishes/fridges/counters and sinks are to be cleaned, wiped down and the kitchen floor swept and damp mopped (if necessary).

If the facilities are found in an unsatisfactory condition after the agreed upon time allowed to clean them the following actions will be taken by NGCC:

- a. Cleaners will be hired to clean the facilities, restoring them to their pre-event condition;
- b. The invoice for the cleaning services will be forwarded to the appropriate event representative/organizer for payment;
- c. For ministry events, the invoice for the cleaning services will be charged against the applicable ministry’s budget.

I/We acknowledge the terms and conditions of this agreement and accept all obligations (including financial) stipulated herein:

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Signature of Event Representative/Organizer or Ministry Leader

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Date