



Contract for use of the Church Building

Organization Name _____

Building Use _____

Contract Date _____ Time Period _____

Contact Person _____

Address _____

Phone Number _____ Alternate Phone Number _____

Security Deposit or Fee of \$100 was received on _____

Signature _____ Date _____

Trustee/Administrative Professional _____

Initial

_____ I have read and understand the **Policy for Use of Church Building**

_____ I have read and understand the **Church Building Check List**

_____ I understand the Security Deposit will be returned if all requirements have been met as stated in the Contact, Policy and Check List.

_____ I understand that the Security Deposit may not cover all damages occurring during the scheduled contract period and I would be responsible for all charges.