

Wellspring Church Building Use Guidelines

Our building is a gift that we want to see used in service to the community. We are excited that you have come to us for this purpose! Following are a few expectations and guidelines to keep in mind as you use this space. Please let us know if you have questions.

Group Leader is responsible for the following prior to the event:

- Scheduling room/building reservations with Wellspring Church staff.
- Arranging access to the building via a key lock box, or church staff on the premises.
- Requesting any equipment needs in advance.
- Discussing room set up needs

Group Leader is responsible for the following during or after the event:

- Reporting to the staff of Wellspring Church any damage or maintenance problems.
- Leaving the facility reasonably clean and removing all items associated with the event.
- Returning the room(s) to its initial set up arrangement including picking up any garbage/debris.
- Taking all garbage cans that were used to the dumpster.
- Turning off all the lights, closing all windows.
- Ensuring the building is properly locked and secured.

General Liability

- Activities and programs are limited to the space that is assigned.
- The user is expected to leave the building reasonably clean and remove all items associated with their program immediately following the event.
- The user will be held responsible for any damage done to church property associated with the scheduled event.
- The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.

Name of Person/Organization _____

Signature

Date

Access will be provided via:

- Key Lock Box (Code _____)
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