



# Christ United Methodist Church

## Building Use Agreement

**Read and sign on page 2. Turn in pages 1 and 2 to Office**

As the person designated to be responsible for the organization named or as a recipient of a key/fob/tub at **Christ United Methodist Church, 301 E. Drake Rd. Fort Collins**, my signature below indicates that I understand and agree to the following:

- The group I represent is a non-profit organization and I can provide proof of that status.
- I will be responsible for informing the office **if our meeting is cancelled, postponed, or has any other changes to time or date.**
- I will be responsible for informing the church office staff when I am no longer the designated person and will direct the new person to contact the office with their information.
- After each meeting, I will ensure that:
  - Lights are turned off in the room and wing (if unoccupied)
  - Any open windows are closed.
  - The room is as it was found (unless otherwise directed).
  - Storage tubs are returned to the shelving unit.
  - Coffee areas are clean and no food is left behind.
- If I or my organization or ministry is the last out of the building, I am responsible for making sure the building lights are out. (NOTE: There may still be cars in the parking lot, even when the building is empty.)
- When leaving the building, I will double check that the doors have fully closed. I will also check the **exit only** doors in the south or east wings if attendees use them.
- If keys or fobs in my possession are lost or stolen, I will report the loss to the church office immediately. The old fob will be deactivated and a new fob or key will be issued for a \$10 fee.
- Keys, fobs, and tubs must be returned within 3 business days following a one-time event or if I cease affiliation with the organization or ministry. I will NOT give my assigned key or fob to others.
- Keys may **NOT** be duplicated. All keys or fobs must be obtained through the church office. (NOTE: All keys are stamped with "DO NOT DUPLICATE" on them)
- Storage tubs provided by the office are the only tubs to be used for storing items in the church. The tubs **MUST** be labeled with group name by the church office.
- If the storage tub is damaged, written on, or destroyed, a fee of \$15 will be assessed.

- Employees of Christ United Methodist Church and Morning Glory Preschool must return keys or fobs within 3 business days of resignation or termination of employment unless permission to continue to use is granted. Keys or fobs not returned will be assessed a fee of \$10 per key.
- **I affirm that I have received and read the building use policy.**

Please print all information legibly and return form to the church office.

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Organization/Ministry (Full official name)

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Room(s) # Used  
meeting

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Day(s) and Time Meet

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Avg. # attending each

---

Complete Home Address

---

Email Address

---

Phone Number

---

Signature

---

Date Signed

---

Printed Name

---

Office Use:

---

Door Lock / Unlock Times

---

Fob (Y/N) / Date

---

Key # (Ex. 3AA-2) / Date

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Tub Size, S, M, or L /

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Fob Returned Date

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Key Returned Date

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Tub Returned Date

**These TWO pages stay with the church, the Building Use Policy document goes to the group's representative.**