

Building Use Agreement

This Agreement establishes the policies, terms, and conditions between Christ Church United Methodist ("Christ Church") and : effective this _____ day of 2026. Only the group listed is part of the agreement.

Terms of Use

1. Date(s) of Use:

2. Time: Use of the facility for the event is authorized from

3. Event Type: Check the option which best fits type of event to be held:

- ☐ meeting ☐ party ☐ concert ☐ class/lecture ☐ ceremony
- ☐ business meeting ☐ worship ☐ other: (describe)

4. Contact Person:

Phone:

Email:

5. Expected Number of Attendees:

6. Facilities for Use: Daily Rates

Sanctuary Cost: per day Fellowship Hall (FH) Cost:

FH Kitchen _ Cost: Social Hall (SH) Cost:

SH Kitchen _ Cost: Sound Person Cost:

Unlock/Lock Person

TOTAL:

7. Items Requested:

Tables: Rectangle _ Round _ *Card Table* *Chairs:*
Podium *Microphones* _ *Screen* _____ *Projector/TV:*
Other

8. Sound System: Sound systems are available for use in the Sanctuary and Fellowship Hall.

There is an extra charge for the sounds system operator at a rate of \$45.

The sound system includes two microphones and a podium microphone.

Please state if more equipment is needed prior to room usage.

Christ Church United Methodist reserves the right to restrict, deny usage, change, cancel, or shut down any use of buildings or facilities.

All groups are required to comply with Christ Church United Methodist and Pima County health and safety guidance regarding COVID-19 and other health and safety matters.

To ensure the safety of all minors on campus, we ask the following of all user groups:

- Gates (total of 8) need to be closed at all times.
- Adult supervision is always required of minors (those under the age of 18) on the campus.
- A minimum of (2) non-related adults must be present whenever minors are present without a parent or guardian.
- Organizations working specifically with minors should have a process for vetting and training their volunteers and/or staff to comply with local, state and national guidelines for working with minors.
- A copy of your organization's policy should be filed with the church before this agreement is finalized.

_____, its leaders, clients, guests, volunteers and/or employees agree to hold Christ Church harmless for any personal injury, loss or damage of personal property, or other incident due to usage/participation of events on the church property, facilities, and equipment.

Statement of Authority

Christ Church United Methodist reserves the right to cancel and not refund any groups meeting on campus who are not in compliance with health and safety guidelines of the church and health officials. Furthermore, Christ Church United Methodist reserves the right to end an agreement and not refund any groups who do not adhere to the Safe Sanctuary Guidelines.

Christ Church United Methodist Office Administrator and/or Trustees shall have the authority to approve, change, renew, or reject requests for use of the buildings and facilities. If a person/organization meets regularly throughout the year, the use of the facility shall be reserved on an annual basis and will be subject to an annual review. Occasionally church events such as memorial services, are sometimes requested on short notice and will take priority over scheduling.

Permission to use any area **will be denied** to any organization and or meeting:

- Whose purpose is illegal
- Who charges a fee to attend the meeting or training (unless discussed and approved with Christ Church and only used to cover the cost of things such as meals, background checks, or training material, etc.)
- Who engages in commercial activities as part of the meeting for commercial monetary gain
- Whose conduct would interfere with the proper functioning of Christ Church United Methodist, such as conduct that produces excessive noise or interferes with church services

- Who fails to notify Christ Church United Methodist of cancellations of meetings on two (2) or more occasions
- Who fails to follow these procedures, terms, and conditions

Housekeeping Procedures

- No smoking, alcoholic beverages, or use of any illegal substances are allowed to be served or consumed on church property or inside the facility
- Christ Church meeting rooms may be used **no later than 9:30 p.m.** (unless overnight use is specifically requested and approved)
- The maximum room occupancy is determined by the Fire Marshall (and health department during pandemics) and will be observed at all times
- No firearms, explosives, fireworks or similar items allowed on church property or facility
- No open flames such as candles are allowed without permission and only in designated areas.
- Cars must be parked in the Christ Church parking lot for any and all events, outside of quickly loading/unloading or dropping off someone who needs handicap access to a building.
- Christ Church does not provide access to telephone lines or wifi
- Cooking and/or food preparation will not be allowed unless listed in contract and will be charged accordingly. (See Kitchen Use Agreement for kitchen policy)
- No one under the age of 18 is allowed to operate kitchen equipment
- Maximum kitchen occupancy is 12. When youth are involved, Safe Sanctuary rules apply in kitchen usage.
- **Room Setup:** Arrangement of furniture and setup is to be done by the group or persons using the room. It is the group's responsibility to communicate the number of chairs and tables and other equipment needed no later than one week prior to use, if the setup is different than the church setup. Christ Church will assign one staff person to be on site to be available to unlock and lock doors for events and to handle any facility related issues. **This is an extra charge of \$30.00.**
- **Clean up:** Each organization and person using the room shall be responsible for cleaning up and returning the room to its original state before leaving. Any time use to return the room to its original state will be billed at a minimum **rate of \$50.00/hr.** to the organization or person. This includes time needed to put away chairs, clean coffee or food spills, or perform any other task required to restore the condition of the room.
- Sound systems are available for use in the Sanctuary and Fellowship Hall. **There is an extra charge for the sound system operator at a rate of \$40.** The sound systems include two microphones and a podium microphone. Please state if more equipment is needed prior to room usage.
- Groups or individuals must provide their own supplies such as paper, pencils, and markers, including masks, sanitizing wipes, and hand sanitizer.
- Nothing may be affixed or mounted in any way to the walls of the rooms, except where spaces for such are designated.
- Groups using a room while another room is in use shall not block entrances and shall be respectful of sound and noise concerns.
- We are part of a residential community. Please be mindful and respect sound limits.

- Long term users needing additional space or dates outside of the previously agreed upon schedule must confer with the office or risk their contract being terminated.
- Pets are not allowed unless pre-approved or serving in a therapeutic or service capacity. Owners are responsible for clean up of pet waste and should be disposed of in an outside dumpster or in a designated area.

Insurance

Christ Church is not responsible for any personal injury, loss or damage of personal property, or other incident due to usage of the church property, facilities, and equipment. The parties agree to carry insurance in amounts sufficient to protect themselves against any claims arising from activities conducted in Christ Church buildings and rooms and to indemnify and defend each other as provided for in the Agreement. Each party shall provide to Christ Church a certificate evidencing such insurance with Christ Church listed as additionally insured.

Entire Agreement

Upon signing this agreement the parties affirm that all arrangements outlined in this agreement and application are approved and confirmed.

ACCEPTED:

Authorized Signature/Date

_____ Date: _____

_____ Date: _____

Authorized Signature

Candi Eppley, CCUM Office Administrator

(Print Name)

Board of Trustee Chair/Vice Chair, CCUM

(Print Name)

Lessee (Individual or Organization)

(Print Name)

Contact Phone Number/Email Address

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