

**Church Use Contract for  
Community of Faith Presbyterian Church  
1400 Highland Pike, Covington, KY 41011**

The following is a contract between the community of Faith Presbyterian Church and

Name and address of Group or Person Requesting Use:

\_\_\_\_\_

Contact person for group:

\_\_\_\_\_

Address of contact:

\_\_\_\_\_

\_\_\_\_\_

Phone of contact: (home) \_\_\_\_\_ (work) \_\_\_\_\_

(cell) \_\_\_\_\_

Reason for request for use of building:

\_\_\_\_\_

Please check rooms requested:

- Fellowship Hall
- Patio
- Nursery
- Kitchen
- Sanctuary
- Narthex
- Parlor
- Sunday School Rooms
  - Room 2
  - Room 3
- Kitchenette (upstairs)

Date(s) of requested use: \_\_\_\_\_

Time(s) of requested use: \_\_\_\_\_

Special arrangements:

\_\_\_\_\_

\_\_\_\_\_

**Rules of Use:**

1. Absolutely no alcoholic beverages are permitted in church building or on church grounds. Failure to abide by this policy shall result in forfeiture of deposit and cancel any future use of the building or grounds by Requesting Group.
2. No smoking is permitted in the building.
3. Service animals are permitted in the building. No other animals are permitted in the building. (Session may waive this rule, please provide details.)
4. Parking is permitted in designated areas only. Absolutely no parking is permitted on the patio.
5. The user is permitted to use the tables and chairs found in the fellowship hall. Other Church equipment shall not be used without prior approval. Arrangements for seating, etc. shall be made at time of final scheduling. Seating capacity for the hall is set by the Fire Department and posted on the wall by the entry, no exceptions can be made.
6. Absolutely no tape, glue, glitter, confetti, rice or any fine materials are permitted on the premises. Thumbtacks or pushpins may be used in the thumbtack strips on the wall ONLY. User must remove and properly dispose of all decorations. All other equipment, articles and supplies shall be removed or returned to their original positions before leaving the facility.
7. Contact person for the Requesting Group shall be responsible for: collecting all trash and depositing it in trash cans or recycling containers; removing all spills from any flat surfaces such as floors, chairs, tabletops, countertops; removing their items from refrigerator; flushing all toilets and urinals used by the group; making certain that no water is running; turning off any lights they turned on, and closing tightly and locking all windows and doors.
8. Necessary insurance coverage shall be the responsibility of the Requesting Group. The church, its members and agents, shall be held harmless in any and all cases.
9. The church shall, at its sole discretion, terminate this contract at any time, with fourteen (14) days notice to Requesting Group.
10. \_\_\_\_\_ A \$50 key deposit shall apply and be held by the church, to be returned upon return of key. (member)  
\_\_\_\_\_ A \$100 deposit shall apply and be held by the church, to be returned if the facility is restored to its original condition. (non-member)
12. Requesting party shall be responsible for any and all damages to building, grounds or equipment as determined by the Session of the church.
13. Contract for use of the building/grounds shall be contingent upon approval by Session of Community Of Faith Presbyterian Church. Upon presentation of signed contract, insurance certificate and payment of applicable fees, a key may be issued.

I have read and agree to the terms of use and all conditions listed above.

\_\_\_\_\_  
(Signature of Contact Person)

\_\_\_\_\_  
(Signature of Church Representative.

Session approval obtained \_\_\_\_/\_\_\_\_/\_\_\_\_)