



# Building Use Application & Guidelines

First Christian Church  
201 West Third  
Maryville, MO 64468  
(660) 214-3414

This form is to be completed by all non-church groups using the facilities of First Christian Church (Disciples of Christ), 201 West Third, Maryville MO 64468.

**Name of Organization** \_\_\_\_\_ **Telephone** \_\_\_\_\_

Name of **one (1) other officer or person in the organization**, other than the person making the application \_\_\_\_\_ **Telephone** \_\_\_\_\_

List purpose or nature of meeting(s):

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**Dates(s): Please choose the appropriate category below (A for regular meetings, B for others)**

A. Every (weekday) \_\_\_\_\_ from (month) \_\_\_\_\_ to (month) \_\_\_\_\_

Time: \_\_\_\_\_

Exceptions: \_\_\_\_\_

B. Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Please choose which space(s) you would like to use:

- Fellowship Hall (large room on main floor)
- Kitchen
- Room 106 (room across from the kitchen suitable for small groups)
- Sanctuary
- Chapel
- Nursery
- Classrooms (located downstairs) Rm # \_\_\_\_\_
- Recreation Room (large room downstairs)

Other Requests:

\_\_\_\_\_ Key to the church building Key # \_\_\_\_\_

\_\_\_\_\_ Coffee maker (specify size \_\_\_\_\_)

\_\_\_\_\_ Preferred Room Temperature \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_



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## Restrictions and waivers

*No smoking, marijuana, or alcohol are allowed in the church. No alcohol or marijuana is allowed on the church grounds.*

*First Christian Church warrants that it carries liability insurance coverage for First Christian Church ONLY. A group may choose to carry their own liability insurance at their own cost.*

Date application made: \_\_\_\_\_ Deposit Required: \$75  
(refunded upon acceptable inspection of location)

- I have read and agreed to the Building Use Expectations provided by First Christian Church regarding the expectations of the requested location.
- I understand that any meeting changes or additional building use needs that are not on this application will need to be requested separately with a call or email to the Office Administrator before I can use the property for that change or additional use.

\_\_\_\_\_  
(Signature of person making application)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone number)

### For Office Use

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Checklist Given To: \_\_\_\_\_

Deposit Received: \_\_\_\_\_ Date: \_\_\_\_\_

Location Inspected: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

#### ***Deposit Used:***

Amount: \_\_\_\_\_ Reason: \_\_\_\_\_

\_\_\_\_\_



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## Building Use Expectations

Thank you for choosing to use First Christian Church, Maryville, Missouri, for your event. It is our intention to welcome all. To that end we hope, as you "borrow" our church for a while, that you will leave it as good or better than you found it.

Use of the building and its property is determined by the Office Administrator and Senior Minister. A \$75 deposit is to be paid at the time an application is made. Once the custodial staff and Office Administrator have inspected the location that was used and are satisfied that it is in acceptable condition, the deposit will be returned. If you would like to give First Christian a love offering for the use of the facilities, it would be appreciated, but this is not expected.

If the location is found to be in unacceptable condition, we will notify the person(s) on the application to allow them a reasonable amount of time to rectify the situation. If that cannot be done, then we will deduct an appropriate amount from the \$75 deposit.

A copy of the building use expectations is available inside the door of the Fellowship Hall closet for easy reference.

- **Put all chairs and tables back the way you found.**
- **Dispose of trash in the dumpster in the parking lot west of the building by the garage.**
- **Vacuum Fellowship Hall if food debris or dirt is on the floor.** (The vacuum is in the janitorial closet across from the kitchen. This is not needed if you are paying a custodial fee.)
- **Turn off lights and lock the doors when you leave unless other arrangements have been made.** (Please ask the Office Administrator if you have questions on how to do this).
- **If a key has been checked out, return it to the church office within 24 hours of the event.**
- **No smoking in the building. If smoking outside away from the building, remove all smoking waste from the property. No alcohol or marijuana is allowed on any church property.**
- **Check all water sources you have used to be sure they are turned off before you leave.** (kitchen faucets, bathrooms)
- **Please report anything you see that is in disrepair or not working properly to the Office Administrator.**
- **Do *not* tape anything to the walls.** (posters, decorations, etc.)
- **Paper products should be supplied by the user.**
- **The dishwasher should be used only by those with knowledge of how to operate it.**
- **Wipe off kitchen counters and tables in Fellowship Hall.**

*Thank You!*