



Eaton Church of God

Facility Rental Policy

Rules and Guidelines

- The beliefs, doctrines, and lifestyle expectations of Eaton First Church of God will be respected and honored at all times.
- Use of alcohol, tobacco, or any illegal drugs on church property is strictly prohibited.
- No obscene, abusive, threatening or objectionable language will be allowed.
- No rough, dangerous play or activities are allowed.
- No food or drinks are allowed on the uncovered tile gym floor.
- Renters will be responsible for leaving the building(s) in good condition after use tables, chairs, and floor clear, dishes washed (if kitchen is rented), and trash bagged and carried out to the dumpster.
- Eaton First Church of God is not responsible for any personal injuries. Each renter will have his/her own coverage and will assume all responsibility.
- Official representatives of the congregation will have the right to be in the facility during any rented function.
- Eaton First Church of God holds the right to stop any activity that it finds to be in violation of its guidelines. It also holds the right to vacate the building if an event or individuals fail to comply with building rules.
- Maximum Capacity: 80 People for any event involving food or drinks.

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- **All requests must be in the form of a completed copy of application submitted to the Church office or filled out online.**
- The deposit money will be needed to reserve any date. (Official ministries of Eaton First of God do not need a deposit, but do need to have the date and activity approved by staff at least two weeks in advance.)
- All renters must fill out and sign the Hold Harmless Agreement prior to use of the facility.
- If there is a question about the type of use or the group/individual making the request, the request will be reviewed and approved or rejected by the Governance Board.
- The group making the request will be notified of availability. If the requested date is not available, alternatives may be given.
- Rentals may be cancelled up to seven days prior to the date without penalty. After that, the deposit is forfeited.
- In case of emergency, contact information will be posted at various locations throughout the facility.
- The facility being rented will be inspected before and after the rental.
- Failure to return the building to a clean condition, damage or destruction of the facility or its contents, or the breaking of any rules and guidelines will be grounds for loss of all or part of the deposit.
- Significant misuse will be grounds for denying any group or individual from using the building again.
- **Rental key must be picked up prior to the rental in the church office during regular business hours (M-R 8:00am-4:00pm). Key must be returned to the box located in the Family Life Center or the Fellowship Hall accordingly.**

