



Building Use Guidelines

Please read and provide a signature at the end of the document.

Please review the following Building Use Guidelines. These guidelines encompass all properties and buildings located at 230 Oak Street and 9500 W. Pierson Road, Flushing, MI.

1. Our church buildings and properties are to be used for activities that are consistent with the religious beliefs of the Church of the Nazarene and found in the manual of the Church of the Nazarene. There are activities and practices which the Church of the Nazarene does not endorse (such as gambling, drug use, alcohol consumption, same sex weddings) and are prohibited on the church property. If there are questions regarding your event, please contact the staff of Flushing Community of the Nazarene (mak@flushingcommunity.org) for clarification.

Violating this policy could result in the immediate cancellation and termination of the event.
2. Access to the church building will be gained through the key box next to the front door. The code for the key box will be given to the lessee the day prior to the event date. If the key is lost a fee could be charged to rekey the church facility. The lock box code is not to be shared with others. This ensures the safety and security of the church properties.
3. It is the lessee's responsibility to return items in the building to the condition in which they were initially found. If tables and chairs were moved to accommodate your group, please return them to their original location.
4. During and after the event, all trash should be picked up and placed in the appropriate receptacles. When trash receptacles are full and or at the end of the event, empty trash receptacles and place waste in the dumpster at the end of the parking lot. At the Oak Street location, collect the waste at the end of the event and dispose of it at the main building's dumpster (9500 W. Pierson Road).
5. If the kitchen is used, please wipe down the countertops, tables, and other surfaces used. Cleaners are available beneath the sink in the kitchen
6. The lessee is responsible for any broken or missing items. Please notify the church staff (mak@flushingcommunity.org) if something is lost or damaged.
7. For athletic events, all coaches are responsible for having a completed Athletic Release and Waiver Form for each of their players on the premises during each and every rental event. A copy of the form can be found at this site.
8. AED equipment is available in the bookshelf outside of the gym doors at the main building and on the bookshelf in the main activity room of Oak Street.

I have read the Building Use Guidelines and agree to abide by its contents:

Lessee Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____