

USER GROUP CONTACT PERSONS FORM

Each user group must complete this form and submit to the church office whenever the group's officers change.

NAME OF GROUP	ROOM ASSIGNED
DAY	TIME

MAIN SECRETARY OR CO-SECRETARY # 1

Effective Date: _____

Name: _____

Address: _____

_____ Zip _____

Telephone: Day: (____) _____

Evening: (____) _____

CO-SECRETARY # 2

Effective Date: _____

Name: _____

Address: _____

_____ Zip _____

Telephone: Day: (____) _____

Evening: (____) _____

TREASURER OR PERSON RESPONSIBLE FOR PAYING BILLS

Effective Date: _____

Name: _____

Address: _____

_____ Zip _____

Telephone: Day: (____) _____

Evening: (____) _____

USER RESPONSIBILITIES

ADDENDUM 1, TO FACILITIES USE AGREEMENT, between _____ (“the Group”) and Trinity Lutheran Church (“the Church”), original signed this date,

_____.

- 1. The Group is responsible for the actions of its members before, during, and following any events of the Group.**

This shall include the avoidance of loitering within and around the Church prior to or following a meeting or other activity. It is expected that those using the facility will go to their assigned area within the time frame scheduled in their respective Facilities Use Agreement, stay within their assigned area, and dispense quickly following the meeting. All other rooms except the restrooms are off limits.

- 2. The Group is responsible to lock all doors and windows, turn off all lights, heaters, fans, an/or air conditioning as applicable. If more than one group is occupying the premises during the Group’s assigned time, please coordinate the cleaning and lock-up procedures with the other group(s). DO NOT assume another group will accept this responsibility without first coordinating arrangements with their group’s authorized leader.**
- 3. It is expected that each group will respect the rights of other groups who may be scheduled to use some area of the Church facilities at the same time. Actions that are disruptive to others will not be tolerated. Stopping times are stopping times. Noise inside the building and in the parking lot areas must be kept to a minimum in consideration of other groups and of our neighbors. Be quiet in the hallways and common areas during coming and going.**
- 4. No pets are to be brought onto the property without prior agreement of the Church Property Manager.**
- 5. No smoking is permitted in any building per both City of Long Beach and State of California regulations. Smoking is only permitted outside. The Group is responsible for providing containers for ashes and/or cigarette butts, and for property disposing of any ashes and cigarette butts before the Group leave the premises.**

6. The group is responsible for the following housekeeping activities:

- a) Leave every space as it was found. Return any tables, chairs or other items to their agreed-to locations prior to departure.
- b) Do not tape or tack anything to doors, walls, or cabinets.
- c) All trash is to be bagged and put in appropriate trash containers upon completion of each Group meeting.
- d) Do not dump liquids in trashcans since bags may leak. If this happens, please wash out the trashcan before replacing the trash bags at the conclusion of the meeting .
- e) No food or drink is to be brought to the premises without the prior written consent of the Church Property Manager except as explicitly specified in the Facilities Use Agreement with this Group.
- f) Kitchen and or kitchenette facilities are not to be used to prepare food at the time this Agreement is established. Any relaxation of this requirement can only be specified by an Addendum to this Facilities Use Agreement or as a one-time written authorization by the Church Property Manager.
- g) Cleanup any spills or mop up of any soiled area with cold water. If spill is oily or greasy, mild detergents may be used.
- h) Check the restrooms to verify that no water has been left running and that all trash has been placed properly in trash containers.
- i) Cabinets are assigned spaces. No cabinets are to be used without the consent of the Church Property Manager.
- j) Notify the Church Property Manager Rob Ripley or the Church Sexton Dalerond Smith if the Group becomes aware of a facilities problem requiring attention or maintenance.

7. If the Group fails to adhere to the stipulations set forth in the Facilities Use Agreement or in this User Responsibilities Addendum, the Group is subject to termination of this Agreement as specified.

AUTHORIZED SIGNER FOR THE GROUP:

Print Name	Signature	Date
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AUTHORIZED SIGNATURE FOR THE CHURCH:

Rob Ripley, Property Manager	Phone Number	Date
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