

I accept full responsibility for caring for /securing the building as described in this Agreement.

All Events MUST follow current City, County, and State Health Requirements on the date of the event. If any requirements will be exceeded or cannot be followed the event must be cancelled.

Reserving the facility:

The Facility Scheduler will assign room(s) and equipment to best meet your needs, based on type

of function, number of people, room/equipment availability, economy of operation, etc. Only those rooms which are assigned may be used. Rooms and equipment are to be left in the same condition

as they are found unless prior arrangements have been made.

Keys are the property of West E. Free, may not be duplicated, and must be surrendered upon completion of this event. Lost or stolen keys are to be reported to the office immediately.

There is a deposit of \$100 required for any use of the facility. This is refundable if the facility is left in good order, cleaned as required, and keys returned. If additional clean-up is required, any damage to the facility is found, or the keys are not returned, the deposit will not be refunded. There also may be a use fee to be determined prior to the event. **It is your responsibility to set up before, clean up after and set the room back up as shown on the chart by the door of the classrooms.**

Release of Liability and Participation Agreement for West Evangelical Free Church

I acknowledge that participation in the activity involves risk to the participant (and to the participant's parents or guardians, if the participant is a minor), and may result in various types of injury including, but not limited to, the following: sickness, exposure to infectious/communicable disease, bodily injury, death, emotional injury, personal injury, property damage, and financial damage. In consideration for the opportunity to participate in the activity described above (the "activity"), the participant (or parent/guardian if the participant is a minor) acknowledges and accepts the risks of injury associated with participation in and transportation to and from the activity. The participant (or parent/guardian) accepts personal financial responsibility for any injury or other loss sustained during the activity or during transportation to and from the activity, as well as for any medical treatment rendered to the participant that is authorized by the sponsor or its agents, volunteers, or any other representatives (collectively referred to as the "activity sponsor"). Further, the participant (or parent/guardian) releases and promises to indemnify, defend, and hold harmless the activity sponsor for any injury arising directly or indirectly out of the described activity or transportation to and from the activity, whether such injury arises out of the negligence of the activity sponsor, the participant, or otherwise. If a dispute over this agreement or any claim for damages arises, the participant (or parent/guardian) agrees to resolve the matter through a mutually acceptable alternative dispute resolution process. If the participant (or parent/guardian) and the activity sponsor cannot agree upon such a process, the dispute will be submitted to a three-member arbitration panel for resolution in accordance with the rules of the American Arbitration Association.

A few miscellaneous notes for using the West E. Free facility

All parts of the West Evangelical Church building are set apart to God to further His purposes, and the use of such is restricted to such activities that are consistent to and not contrary to such.

A WEFC responsible party **shall always be present** to supervise whenever the facilities are occupied. ALL exterior doors are always to remain locked. Exterior doors must be monitored by an adult until all participants have arrived. Those under 18 years of age are to be supervised at **ALL** times by an appropriate number of adults.

No red-colored beverages will be used. All spills or damage (of any type) are to be reported immediately to the office or Facilities Coordinator.

WEFC does not allow smoking, e-cigs, vaping, or the consumption of alcohol in the facility but allows the use of smoking/e-cigs/vaping OUTSIDE of the building away from all doorways.

**** If WEFC needs to cancel a previously scheduled reservation to accommodate a higher priority event, cancellation shall be made with as much advance notice as possible, except in the case of an emergency (such as a funeral).****