

Madison Square Church Property Use Summary

Updated 1-19-2017

Note: this is a condensed summary of the requirements, restrictions, and conditions as noted in the full Building Use Policy. This is simply a checklist to review the major items of the Policy. Please refer to the complete Policy for specific information.

Please check each item after reading to indicate you agree to comply with:

- The person signing the Use Agreement MUST attend the Event had have a signed copy of the Use Form in their possession; this person is responsible for the behavior and conduct of all attendees of the event and compliance with the requirements noted below
- The times of availability are: Monday through Friday, 8:00 am-10:00 pm, all; Saturday 8:00 am- 5:00 pm/Madison Place until 9:00 pm; Sunday, 1:00-9:00 pm all; no exceptions will apply
- Uses that exceed the time-out requirement will be subject to 25% of deposit withheld for each 15 minutes beyond that time
- Damage or excessive cleaning requirements may affect deposit; if damage is noted or extra cleaning is required details will be provided to the rental party
- NO furnishings, banners, or decorations may be moved or removed; doing so may affect deposit status
- ONLY those areas or rooms agreed-upon in the Rental Use will be made available; all other areas or rooms are off limits or reserved for other uses with no exceptions being made
- Tables, chairs, etc. will be set up and taken down by Madison Staff
- NO USE OF LADDERS will be allowed, at any time, due to liability requirements; NO EXCEPTIONS made
- Decorations, banners, etc. may not be hung, mounted, or otherwise attached to: projection screens, pipes, or other; only those areas or surfaces accessible from standing at floor level may be used
- NO ALCOHOL is allowed on Church property, at any time, for any reason; NO EXCEPTIONS will be made in this.
- NO SMOKING is allowed within 50 feet of any church building, per State Law
- NO red or grape punch, juice, soda or drink is allowed in Madison's buildings, no exceptions being made
- NO DUCT TAPE, PACKING TAPE, OR CLEAR 'SCOTCH' TAPE may be used on any walls, glass, tables, or other surfaces for any reason; masking tape *is* approved for this use. If used, removal of these products by Staff will affect deposit status
- NO GLITTER is allowed in Madison's buildings; use of this material and excessive cleaning requirement will affect deposit status
- All decorations, personal property, food, and other must be removed and building vacated by the required time as noted in Use Policy with no exceptions being made
- The kitchen (church) and kitchenette (Madison Place) facilities will be used only under the conditions noted in the Building Use Policy, Kitchen Use section; no exceptions will be made
- Doors will be opened, and secured, by Madison Staff
- Deposit will guarantee reservation; all rooms or areas will be considered tentatively reserved until deposit is paid

I have read, understand, and agree to comply with these requirements and restrictions

Signature _____ date _____