



# Building Usage Agreement

Mailing Address: PO Box 788 Mechanicsville, VA 23111

Tel: 804-559-8070 Fax: 804-559-8072 Email: reservations@fairmountcc.org

Reservations are tentative until a completed and signed agreement, and reservation fee are received.  
(User will be provided applicable fee amount upon receipt of Signed Building Usage Agreement.)

Today's Date & Time: \_\_\_\_\_

Event Day(s) & Date(s): \_\_\_\_\_

Event Start & End Times: \_\_\_\_\_

Setup time / Cleanup time needed (How many minutes before/after event?) \_\_\_\_\_

Which entry points do you want unlocked for your event? (Refer to map in Usage Guidelines.) \_\_\_\_\_

For what time frame do you want the entry point(s) open for your event? \_\_\_\_\_

**Area(s) Requested:** (Refer to map in Usage Guidelines)

**SANCTUARY AREA**

- \_\_\_\_\_ 101 (Centennial Rm)
- \_\_\_\_\_ Sanctuary
- \_\_\_\_\_ 130
- \_\_\_\_\_ 132a (Kitchenette Side)
- \_\_\_\_\_ 132b
- \_\_\_\_\_ 132a&b (Wall Open)
- \_\_\_\_\_ 113 (Library)

**WORSHIP CENTER AREA**

- \_\_\_\_\_ WC Auditorium
- \_\_\_\_\_ WC Lobby
- \_\_\_\_\_ 115
- \_\_\_\_\_ 123
- \_\_\_\_\_ Music Suite

**PRESCHOOL HALLWAY**

- \_\_\_\_\_ 104 (Busy Bees)
- \_\_\_\_\_ 106 (Infants)
- \_\_\_\_\_ 108a (First Steps)
- \_\_\_\_\_ 108b (Inf/FS Learning Tables)
- \_\_\_\_\_ 110 (Ducklings)
- \_\_\_\_\_ 111 (Lions)
- \_\_\_\_\_ 112 (Lambs)

**OUTSIDE**

- \_\_\_\_\_ Activity Center
- \_\_\_\_\_ Playground
- \_\_\_\_\_ Fire Pit
- \_\_\_\_\_ Memorial Garden
- \_\_\_\_\_ WC Patio/Field

**EDUCATION WING (1ST FLOOR)**

- \_\_\_\_\_ 150 (Children's Worship)
- \_\_\_\_\_ 151 (1st/2nd MIX, Elevate Jr.)
- \_\_\_\_\_ 152 (Adult Room)
- \_\_\_\_\_ 153 (Bible Friends)

**EDUCATION WING (2ND FLOOR)**

- \_\_\_\_\_ 250
- \_\_\_\_\_ 251 (Preteen Lounge)
- \_\_\_\_\_ 252 (2nd & 4th Grade)
- \_\_\_\_\_ 253 (5th Grade)
- \_\_\_\_\_ 254 (Forever Friends)
- \_\_\_\_\_ 255 (1st Grade)
- \_\_\_\_\_ 256 (3rd Grade)
- \_\_\_\_\_ 258 (Kindergarten)

**FAMILY LIFE CENTER**

- \_\_\_\_\_ Gym (Full)
- \_\_\_\_\_ Gym (Divided-West)
- \_\_\_\_\_ Gym (Divided-East)
- \_\_\_\_\_ 174
- \_\_\_\_\_ 176
- \_\_\_\_\_ 178/180 (Exit 34A)
- \_\_\_\_\_ Main Kitchen\*

(\*Kitchen Usage Agreement Required)

**All Preschool & 2nd Floor Education Rooms are NUT FREE**

**All Set-Up, Take-Down, Clean-Up, and Re-Set are the sole responsibility of the user.**

Group: \_\_\_\_\_

Purpose / Usage: \_\_\_\_\_

Are You Charging a Fee for this Event?  Yes  No Amount \$ \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Contact Info.: Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

Alt. #: \_\_\_\_\_

**Signature of Responsible Person**

I have read and am responsible to follow all Building Usage Guidelines provided including all current COVID-19-related Addendums.

Date: \_\_\_\_\_

**For Office Use Only:**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Entered:  FS  Cal Note: \_\_\_\_\_

Usage Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Payment Method: \_\_\_\_\_

Refund Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Amount of Refund: \$ \_\_\_\_\_



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### Main Kitchen Usage Agreement

1. Use of Fairmount's main kitchen facility must be scheduled through the church office.
2. A Fairmount Kitchen Ministry Team Member may be required (fee required) during the entire time that the main kitchen is being used. If needed, the church office will arrange for an approved person to be present and that person will contact you directly.
3. User must provide their own table cloths and paper goods such as foil, plates, napkins, utensils, plastic wrap, etc.
4. User is responsible for all catering, setup, take-down, cleaning, removal of trash, etc.
5. Any church dish towels or other linens must be taken home, laundered, and returned the next business day.

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Signature: \_\_\_\_\_

Date & Time of Use: \_\_\_\_\_

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### Instrument Usage Agreement

**INSTRUMENTS:** Fairmount is happy to share the instruments with which God has so richly blessed us. The person signing the Reservation Agreement, and/or the organization they represent will be financially responsible for any loss or damage to the instruments, including but not limited to, the Sanctuary organ and piano.

**ORGAN GUIDELINES:** The organ is not to be moved at any time.

If needed, general instruction will be given on stops, pedals and presets. If presets are used, they must be reset to their original setting.

All music, hymn books, bench, etc. should be left as they are found.

The correct method for turning keyboard and organ on and off are keyboard on, then organ; organ off, then keyboard.

**PIANO GUIDELINES:** The piano is not to be moved at any time.

All music, hymn books, bench, etc. should be left as they are found.

Piano should be properly closed and covered after use.

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Signature: \_\_\_\_\_

Name of Musician (if different than contact person): \_\_\_\_\_

Date & Time of Use: \_\_\_\_\_

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