
Building Use Agreement for Ministries and Member-Hosted Events

To ensure faithful stewardship of God’s blessings to our church—our building, facilities, campus, and property—I affirm that I will faithfully

- ❖ Make sure all exterior doors are shut, locked, and latched properly.
- ❖ Turn off all lights (check classrooms, bathrooms, kitchen, upstairs, and main hall; only the lobby lights turn off automatically)
- ❖ Empty all trash bins used (kitchen, foyer, bathrooms)
- ❖ Clean up any food spills (kitchen/foyer/classrooms)
- ❖ Clean up after the children who attended my event, both indoors and outdoors
- ❖ Wipe counters, sweep crumbs, and sanitize where needed
- ❖ Sweep, spot mop, and vacuum, if necessary
- ❖ Reset furniture in all rooms used
- ❖ Tidy the foyer/lobby and restrooms if used
- ❖ Leave areas clean for the next ministry or member to use
- ❖ Take home or dispose of all food and drinks, not leaving any items in the fridge unless previously arranged.
- ❖ Move sanctuary seats back to the original position (there are marks on the floor to help you do this)
- ❖ Report broken or damaged TFC property to Jeff Brown
- ❖ Seek to love and respect our cleaning team, as well as all of our church, by leaving the spaces I used better than I found them.

By signing, I acknowledge that I have received, read, understood, and willfully agree to abide by all things contained in TFC Building Use Agreement for Ministries and Member-hosted Events.

Name (print) _____

Signature _____ Date: