



To Follow Jesus Christ as Lord and Savior,
Be Filled with His Love, and
Share His Abundant Grace with our Communities.

BUILDING & ROOM ACCESS AGREEMENT

DATE(S): _____ TIME: _____ EVENT/GROUP: _____
 NAME: _____ PHONE: _____ E-MAIL: _____
 NUMBER OF PARTICIPANTS: _____ LOCATION: _____

ACCESS CARD: YES / NO _____ CARD #: _____
**A signed Building & Room Access Agreement form required for all card holders.*
 DAY/DATES VALID FOR USE: _____ TIMES VALID FOR USE: _____
 RETURN ACCESS CARD TO OFFICE BY: _____*

** Each Access Card is issued to a specific person. You will be held responsible for its use.
 *If lost, please report it to the church office immediately. There will be a \$25 replacement fee.
 All groups must be out of the building by 10:00 pm when the alarms are set, unless you make special arrangements with the office prior to the event.

ALARM ACCESS:

BUILDING: YES/NO _____ MAIN OFFICE: YES/NO _____ ALARM CODE(S) ASSIGNED: YES/NO _____*

** If you do NOT have an alarm code, DO NOT enter the building. A RED Panel light indicates that the alarm is set. False alarms cost the church \$250. You may be charged up to \$250 fine and/or your building access privileges may be revoked if you falsely activate the alarm.*

LIABILITY WAIVER FORM REQUIRED: YES / NO _____
 ROOM SET UP FORM REQUIRED: YES / NO _____
 BUILDING USE CONTRACT REQUIRED: YES / NO _____
 BUILDING USE &/OR CUSTODIAL FEES: YES / NO _____ \$ _____

** I hereby agree to all the above stated terms and conditions for use of space at Faith Church, Minnetonka, MN.*

Signature _____ Date _____

For Office Use only: Approved By: _____ Date _____

**For Confirmation of Scheduled Building Access & Room Usage, Set Ups and Applicable Fees:
Please Return Completed Form (s) to Church Office - Attention: Margaret Bauer or Rick Reed**