

MONROE LIFE CENTER

Facility User Agreement & Application

Facility Location: Life Church Monroe, 457 South Main Street, Monroe, Ohio 45050

1. Organization & Contact Details

Date of Application:	
Organization Name (Renter): (Must be present for entire event)	
Official Contact Name:	
Phone Number:	
Email Address:	

2. Terms and Conditions of Facility Use

Life Church Monroe agrees to permit the undersigned Organization/User to utilize requested portions of the Monroe Life Center facility, subject to strict adherence to the following guidelines and conditions:

A. General Facility Rules & Schedule Compliance

- **Time Allotment:** Due to multiple overlapping rentals and facility uses, groups must strictly adhere to their assigned timeslot and completely vacate the space by the allotted end time.
- **Substance & Conduct Restrictions:** No consumption or possession of alcohol, tobacco products, non-prescription drugs, or illegal substances is permitted anywhere on facility property (indoor or outdoor). Gambling, pets (with the exception of authorized service animals), unruly behavior, and rough language are strictly prohibited.
- **Fire Safety Regulations:** All Fire Department regulations must be strictly observed at all times.

B. Building Access & Security

- **Propped Doors Prohibited:** No exterior doors may be propped open at any time without explicit prior consent from Life Church Monroe leadership. Leaving doors propped open will result in immediate forfeiture of future building privileges.
- **Entry Management:** Participants must enter through the specific doors designated by Life Church leaders. All attendants must be admitted directly by an adult group leader or co-leader (minors are strictly prohibited from granting entry or monitoring doors).
- **Closing Responsibilities:** Following the completion of the event/gym period, the Group Supervisor must ensure all exterior doors are securely locked and all lights are turned off.

C. Youth Safety & Minor Supervision

- **Adult Supervision:** All participants using the facility must be continuously supervised by responsible adults.
- **Background Checks:** Anyone working with minors carries a tremendous responsibility and must be FBI background cleared. Proof of official background check clearance must be provided to Life Church Monroe prior to facility use.
- **Two-Adult Rule:** A minimum of two (2) background-checked adults must be present with the group at all times. Adults must never be alone one-on-one with a minor unless they are an immediate, approved family member.

D. Facility Cleanliness, Care, & Property Maintenance

- **Facility Care:** All facilities, grounds, and equipment must be returned to the exact condition in which they were found.
- **Pre-Use Inspection:** Groups must inspect all rooms prior to use. Any pre-existing damage or cleanliness issues must be reported immediately to Chris Schwartz at 513-462-6672.
- **Post-Use Cleaning & Inspection:** The Group Supervisor must check the cleanliness of all utilized spaces, including restrooms, hallways, lobby, and activity rooms. Access to the supply room will be provided if cleaning materials are needed.
- **Cleaning Penalty:** Failure to leave the facility clean will result in a **\$150 cleaning fee** and possible loss of future facility use privileges.
- **Damage Responsibility:** The renting organization/group is financially responsible for the full repair or replacement costs of any facility features, grounds, or equipment damaged during their use.

E. Equipment & Vendor Usage

- **Church Equipment:** Use of Life Church equipment requires prior approval. Only individuals trained and knowledgeable in safe, proper operation may use church

equipment and supplies.

- **Sports Equipment:** Groups must provide their own sports equipment, including all balls.
- **Outside Vendors:** Any use of outside vendors (e.g., caterers, entertainment providers) must be pre-approved by Life Church Monroe.

F. Liability & Agreement Terms

- **Injury & Safety Disclaimer:** Life Church Monroe is not responsible or liable for any injuries sustained during the use of this facility. The user group assumes full responsibility for ensuring participant safety.
- **Agreement Modification:** Life Church Monroe reserves the right to cancel or modify any terms and conditions of this agreement upon twenty-four (24) hours' verbal notification.

3. Applicant Acknowledgement & Signatures

By signing below, I acknowledge that I have read, understood, and agreed to abide by all rules, policies, and conditions outlined in this Monroe Life Center User Agreement.

Applicant Printed Name:	
Applicant Signature:	
FBI Check Verification Provided:	☐ Yes ☐ No ☐ N/A
Date:	

4. Official Church Approval (Office Use Only)

LCM FBI Check Signed Off By:		Date:
Application Status:	☐ Approved ☐ Denied	
Approved By (Staff/Leader):		Approval Date: