

The Cue
226 High St.
Morgantown, WV 26505
304-633-3756

Facility Usage Policy

INTRODUCTION

The Cue makes its facility available to its members and to outside groups whose aims and practices are compatible with the Statement of Faith of Blue & Gold Ministries. Any use of the facilities must be in keeping with this policy and we ask that you treat the building with proper respect as visitors and guests.

PRIORITIES OF USE

Campus Ministries groups events take precedence over outside groups. Other events (such as parties, anniversaries, etc.) have second priority. All are asked to help with donations/rent to help defray expenses, depreciation and utility fees.

Should a conflict arise after a schedule for an event has been set, the Director may reschedule a lower priority event only in the case of an emergency. Solutions acceptable to all parties will be sought in all cases.

APPLICATION AND SCHEDULING

Before the facility may be used, a thorough understanding of responsibilities of all parties involved shall be determined and acknowledged by signatures on the *Facility Usage Application* form. Groups wishing to use the facility will furnish a certificate of insurance for liability and property damage naming and protecting the interests of The Cue.

All applications shall be received and will be approved as soon as it can be reviewed.

RULES

FAILURE TO FOLLOW THE RULES WILL CAUSE YOU TO FORFEIT YOUR SPOT AT THE CUE.

1. Permission to use the facilities does not constitute endorsement of a group's

policies.

2. The Cue has a no smoking, no alcohol, no gambling, no weapons and no pets (other than service dogs) policy.

3. There must be a supervising adult 21 years or older from the user group present at all times.

4. Use of the kitchen facility requires a complete clean-up. All food items must be removed and the trash taken out to the trash area.

5. No furnishings may be moved from other parts of the facility. If you need additional items, put them on your application and it will be discussed.

6. Due to wear and tear from transportation and use, tables, chairs and other equipment may not be borrowed by members or friends for use outside of the facility.

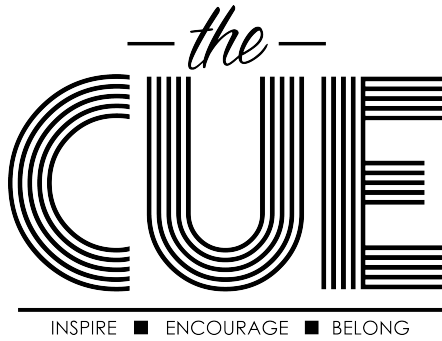
7. No nails, tacks or tape are to be used on any wall or furnishing.

8. The group may activate needed heating at the thermostat for the area being used.

9. The facility must be left in an orderly condition this includes cleaning up the restrooms and removing the trash. Cleaning supplies, brooms, mops and the vacuum are kept in the janitor's closet next to the restrooms.

10. Upon leaving, all tables and chairs must be returned to their proper location, leave some light on, and the doors secured.

11. All incidents of damage must be reported to the Director.



Facility Usage Application

Today's Date: _____

Name of Organization: _____

Requester's Name: _____

Address: _____

Phone: _____

Email: _____

Purpose of Meeting/Event: _____

Is this organization non-profit? YES NO

Will a fee be charged to attend? YES NO

Date requested: _____ Duration: Start: _____ Finish: _____

Number of attendees expected: Adult: _____ Child: _____

Facilities/Rooms requested: _____

Is use of Kitchen requested? YES NO

Will food and/or beverages be served? YES NO

By signing this request, I hereby agree to the terms and conditions as stated.

Signature _____ Date: _____

