

# Sample Youth Ministry Facility Use Agreement

[CHURCH NAME] - [YOUTH MINISTRY FACILITY/SPACE NAME]

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## Event Information

**Group/Ministry Name:** \_\_\_\_\_

**Event/Meeting Description:** \_\_\_\_\_

**Date(s) of Use:**

\_\_\_\_\_

**Time:** Setup: \_\_\_\_\_ Event: \_\_\_\_\_ Cleanup: \_\_\_\_\_

**Expected Number of Attendees:** \_\_\_\_\_

**Primary Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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## Guidelines for Use of Youth Ministry Space

When using the youth ministry space [insert specific name if applicable], we ask that you abide by the following guidelines:

- **Gain permission** for use of youth ministry space through [staff member name]. Reserve it through [email, Planning Center, or other specific means].
- **Don't use tech or stage equipment** (sound & lighting systems, drums, etc.) without express permission.
- **If using youth ministry space during normal office hours**, be mindful that noise can be distracting to staff working in the offices.
- **Help us maintain the condition of all "stuff,"** which includes furniture, instruments, fixtures, equipment, and all other supplies. (For example, discourage any behaviors that might cause damage or that might get things wet, smelly, etc.)

• **Adopt a "family rule" of cleaning up after yourself** and leaving things as you found them (or better than you found them), so the youth ministry space is ready to be used again.

- For example, move furniture and other items back, and clean dirty dishes.
- General tidying up (fixing cushions, pillows, curtains, etc.) is appreciated.

• **Check for things left behind.** We'll move any items we come across to a lost & found area, which gets thrown out after some time.

• **Don't use food, drinks, or supplies without permission.** Most are for specific youth ministry purposes or personal use.

• **Always let [staff member] know if anything gets damaged.** We can generally fix or replace broken items quickly, but it is difficult if the next user arrives to find broken or missing chairs, lights, or other items.

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## Agreement

By signing below, I acknowledge that I have read and understand these guidelines and agree to ensure that we will follow them. I understand that failure to follow these guidelines may result in loss of future facility use privileges.

**Contact Person Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_