

Check List for the Agreement between two churches concerning the use of facilities:

- Basics of the agreement:
  - Who retains ownership and control over all of the property?
  - These are two autonomous churches, therefore:
    - Members are only members of one congregation
    - Both churches remain autonomous in their decision making abilities
- Schedules
  - Sundays
  - Wednesdays
  - Other Special Occasions
- Services and Sharing of ministry opportunities
  - Nursery
  - Children's Ministry activities
  - Youth Ministry Activities
- Space
  - Which rooms will be used on a regular, weekly basis?
  - Which rooms may be used on special occasions?
  - Restrooms?
  - Kitchen & fellowship halls?
  - Parking?
  - Office?
    - Telephones
    - Internet
- Costs
  - Rent?
  - Utilities? How will they be figured?
  - Insurance?
  - Cleaning?
- Insurance & Liabilities
  - Who provides building insurance?
  - Who provides liability insurance?
- Duration
  - Length of initial agreement.
  - Renewal provisions How often? Who?
- Communication
  - To whom should communication be addressed (both parties)
  - What form should communication be?
- Termination & or Modification of Agreement
  - Who has authority to Modify the agreement.
  - What notice needs to be given for modification? Termination?

- What actions could trigger the termination of the agreement?
- Security
  - Locking and or alarm procedures
- Repairs & Maintenance
  - Normal wear and tear costs (paint/ carpet/ etc)
  - Special Damage Event costs—lightning, fire, flood, deductibles from insurance, equipment,
  - Large item repairs: HVAC/ roof / parking resurfacing.
  - Changes to any existing facility? Painting? Electrical Outlets? Posters on the wall? Removing / adding walls or doors?
- Noise & or Food
  - Any special prohibitions / requests
- Special Occasions
  - Weddings, funerals, anniversaries, other parties?
- Signs