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**