

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