

# Members One Time Event Facility Use Agreement

Vancouver First Evangelical Church  
4120 N.E. St. John's Road, Vancouver, WA 98661  
(360)-694-2525

## OVERVIEW

The primary purpose of a church building is worship, ministry, and Christian education. However, we desire to make our facilities as available as possible to the community, while not neglecting their primary purpose. There are some important considerations that we will ask potential users to consider before submitting their request.

Remember our primary purpose. While you may not be using our buildings for Christian activity, that is their primary purpose. There are some things that would be inappropriate for our buildings to be used for and we retain authority to curtail activities that we would deem to be inappropriate.

Primary consideration will be given to the church's ministries and scheduling. There are occasions in which a situation (such as a funeral) may cause us to renegotiate events that were previously scheduled in a Facility Use Agreement. In such situations, we will be as accommodating as possible, but the facilities primary purposes shall always remain the central determining factor in any scheduling conflict. Priority in scheduling shall be considered in the following order of priority:

- Regularly scheduled services and meetings of First Evangelical Church
- First Evangelical Church sponsored groups and ministries
- Activities and meetings of members of First Evangelical Church
- Community non-profit organizations and public service groups
- Other groups and organizations

Preference will be given to short-term or one-time facility usage commitments. Any multi-day commitment will be no more than six months. At the end of six months, both parties will evaluate if our arrangements are mutually beneficial.

## FACILITY USE PROCESS

All groups must submit the following paperwork to the church office. All Facility Usage Agreements are considered on a case-by-case basis.

**Submit the Facility Use Agreement.** This form provides details on your event. Included on the back page of this form is the Acceptance of Responsibility and Release of Liability forms. Both of these forms indicate that you bear responsibility for the supervision of your group and will incur any liability for injuries that happen during your event.

**Submit the "Request to Schedule Event".** This must be completed and turned in to the Vancouver First Evangelical Church Office 30 days in advance of the event date. Requests may take 2 weeks to process, so you may want to submit your requests earlier to allow time for approval and for your promotion of your event.

Room Requests: Requesting a specific room will not guarantee use of that room. Room use will be assigned based on the size of group and type of activity:

Fireside Room	Up to 40 people
Senior High Room	Up to 30 people (no meals)
Gymnasium	Up to 230 people (or Sports activities requiring a gym)
Sanctuary	Up to 230 (no food or drink)
Smaller classrooms	10-30 people

**Use Hours:**

No Use before 7:00 a.m. (including set up).

No Use after 10:00 p.m. (including clean-up). No Use Saturdays after 4:00 p.m.

Special permission is needed in advance for activities to continue beyond 10:00 p.m.

Sunday through Friday, or beyond 4:00 p.m. on Saturday. **An additional custodial fee of \$100 is required for Saturday after 4:00 p.m.** due to additional custodial staff required to set up for Sunday's activities.

**Insurance Binder / Waiver:** Groups which are not ministries of First Evangelical Church must provide Proof of Liability and Medical Insurance (Insurance Binder / Waiver) to use the facilities for sports activities or overnight stay. First Evangelical Church will not bear any responsibility for injuries that occur during your event. You must provide proof of the ability to bear this responsibility if you desire to utilize our facility.

**Facility Use Deposit:** A refundable \$250 Facility Usage Deposit is required. This deposit stands as a guarantee against damage and to motivate groups to clean up. Damage or lack of proper cleaning will result in the forfeiture of the entire deposit. This deposit is due with the Facility Use Agreement in the form of a check made payable to First Evangelical Church. This check should be a separate check from your usage fees. Event leaders will bear financial responsibility for any damages not covered by the Facility Use Deposit. To insure that your deposit is returned to you, please see that the responsibilities outlined in the section "Responsibilities for Users" are completed:

**Room Use Fees:** These fees offset the overhead expenses (utility costs, wear & tear, etc) that the church incurs by opening the facilities to you. A room use fee is charged based on the rooms used. Rates are as follows (up to 4 hours):

\$20 per classroom

\$75 for sanctuary

\$100 for Gymnasium.

Room use fees should be submitted with this agreement, and will be refunded if the activity is not approved. Going over 4 hours requires special approval and will incur additional fees.

**Janitorial Fee:** A minimum of a \$20 Janitorial fee will be charged for each event as a janitor is required to unlock/lock the building for events for security reasons. If additional set up / clean up time is required of the janitor, it will be charged to your group at the rate of \$20 per hour (for any portion of an hour)

**All fees are due with the Facility Use Agreement.** We request that this check be made out separately from the Facility Use Deposit, since we hope that the deposit is returned to you.

**Approval:** No commitment will be approved and finalized until the paperwork and fees are received. To expedite your approval, please submit all forms and payment at the same time. Event leaders should refrain from fully developing or advertising their event until they receive notification of approval.

## **RESPONSIBILITIES FOR USERS**

**Set Up and Clean Up:** Groups are entirely responsible for their own set up and clean up. All equipment or furniture must be returned to its original set up and all cleaning must be done. Failure to do so will result in the forfeiture of the Facility Usage Deposit. For return of your deposit, these items must be completed

- Tables and chairs returned to their original set up (set up maps are available).
- Floors are swept and spot mopped if necessary.
- Tables and counters are cleaned and cleared.
- All equipment used returned to its proper location
- All trash is bagged and taken to the dumpster in the back parking lot.

**Equipment:** Tables and chairs are available for your use, which you may arrange to suit your needs, and then put away when you are finished. By special request other equipment may be made available, e.g. projectors, lecterns, sound system, television, coffee pots, etc. **USE OF THE SOUND SYSTEM REQUIRES A \$100 RENTAL FEE**

**Consumables:** All consumable supplies, such as coffee, tea, cream, sugar, plates, cups, napkins will be provided by the user. Consumables found in rooms are not for public use. They are designated for Church or School only.

**Safety:** Entry and exit ways and aisles must be kept clear at all times, exit signs and fire extinguishers must not be obscured, and doors which close by themselves must be monitored if they are propped open and closed in case of fire. Extension cords must be three pronged (grounding). Cords which pass through walkways should be taped down (gaffer's tape, NOT duct tape), or run through cord covers.

**Conduct Issues:** We expect all guests to conduct themselves ethically and maturely while making use of the church's property. More than one group may be using different areas of the Facility at the same time. Your group's activities are limited to the area(s) assigned and the closest restrooms. Groups are not permitted to approach other groups if there is a noise problem, etc. Please contact the church office on the following business day and the difficulty will be addressed by the office.

**Alcohol / Drugs:** The use of alcoholic beverages is prohibited in the building or on the grounds. The use of tobacco and cigarette smoking are prohibited in the buildings.

**Supervision of Minors:** All children must be supervised by an adult (over 21) at all times in a reserved area. If child care is needed, nursery/toddler rooms must be reserved with your facility use request. Early Childhood policies must be observed including:

- No food or beverages in the nursery
- Room 221 - The Nursery is for ages 0-18 months only
- Room 222-224 - The Little Lambs room is for 18 months - 36 months
- Room 226-228 - The Busy Bees room is for ages 3-4 years.
- Older children will need to be supervised by an adult in an age appropriate classroom due to size and weight restrictions of toys & equipment

**Food & Drink:** Food and drink are welcome in the Gym and Kitchen areas, and the Fireside Room.

**Decorations:** All decorating, activities, and cleanup must be completed during the time requested, and everyone involved in the activity should be clear of the building by the ending time. Decorations may be fastened using only plasti-tak, painters tape or other fasteners which do not damage the church building or equipment. DO NOT USE staple guns, nails, screws, push pins, thumb tacks or other fasteners which damage the church building or equipment. Do not use confetti, popcorn (as food or decoration), or glitter. All decorations must be removed immediately and completely following the event or else forfeit the return of the Facility Usage Deposit.

**Storage:** There is no availability for storage. The event leader is responsible for all rented equipment or material. The church will assume no responsibility for equipment or materials left after the event.

**Security:** While we have made every effort to provide a safe and secure environment, it is the responsibility of individuals to see to the security of their valuables. Do not leave purses, wallets, cell phones, etc. unattended. The church will not be held responsible for theft or damage to personal property.

**Reassignment:** No organization or individual having been issued a permit for use of a Church facility can sublet or assign any part of the facility to another individual or group.

**Emergency Contact:** Should an emergency arise, event leaders should make immediate contact with one of the church staff / janitor. Contact information will be available upon event approval.

## **USER AGREEMENT TO TERMS**

The building user assumes responsibility for repair or replacement of any property damaged during use. The parties agree and warrant that with reference to said building indemnify and hold harmless the Vancouver First Evangelical Church, its assignees, officers, executors, liability, including attorney's fees, that may arise out of or due to the aforementioned building use and building use agrees to defend Vancouver First Evangelical Church against such. This indemnification clause applies to the parties themselves as well as to third parties, whether claiming under a party or independently against a party.

I/We, the undersigned, have read and agree to the conditions herein described:

Signature: \_\_\_\_\_ Today's date: \_\_\_\_\_

Group Name: \_\_\_\_\_ Event date: \_\_\_\_\_

Please keep a copy of this document for your records and reference. Submit a signed copy with your "Request to Schedule Event" and your deposit and usage fees.

# Request to Schedule Event

Event Name: \_\_\_\_\_

Type of Activity \_\_\_\_\_

Requested by: \_\_\_\_\_ Date Request Submitted: \_\_\_\_\_

Desired Use Date(s) \_\_\_\_\_ Alternate Date(s) \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event Set up Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Event End Cleanup Time: \_\_\_\_\_

Number Expected: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

*This is for preference only. You will be assigned the best available room to meet your needs*

Will Event need kitchen access? \_\_\_\_\_ Will event need nursery? \_\_\_\_\_

Will event need sound technician? \_\_\_\_\_ Will there be food at the event? \_\_\_\_\_

Room Arrangement:

Equipment needed: Chairs \_\_\_\_\_ Tables \_\_\_\_\_ Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Group: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

\_\_\_\_\_ Deposit Fee (See fees on Facility Use Policy Page)

\_\_\_\_\_ Room Use Fee (See fees on Facility Use Policy Page)

\_\_\_\_\_ Janitorial Fee (See fees on Facility Use Policy Page)

\_\_\_\_\_ Total Fees (Payable to First Evangelical Church)

\_\_\_\_\_ Insurance Binder/Waiver submitted for sports or overnight events

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I/We the undersigned have read the Facility Use Policy and above statements and agree to the conditions herein described:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STAFF ONLY - Date Approved: \_\_\_\_\_ Approved By: \_\_\_\_\_

Recorded on Church Calendar By: \_\_\_\_\_