



26640 Bouquet Canyon Road
Santa Clarita, CA 91350
661-297-3783
santaclaritaumc@scumc.org

Application for Facility Use

Requesting individual: _____ Group Name: _____

Start date: _____ Time: From: _____ To: _____
(Includes set-up & clean-up time)

Additional or Alternate Dates: (enter all dates on page 2)

Purpose of event/activity: _____

Expected Attendance (specify) : _____

Facility to be Used: Sanctuary ___ Fellowship Hall ___ Founders Hall ___ Youth Building ___

Fireside Room ___ Jr. High Room ___ Founders Hall Mtg. Room. ___

Classroom(s): "_____" Other: _____

Will there be a meal or food served: ___ (If Yes, provide name of preparer/caterer): _____

Needed for this event:

Kitchen Facilities: ___ Piano ___ Public Address System ___

Other: _____

Will there be registration fee or admission charge? _____ If Yes, state amount: \$ _____

Is this a non-profit organization? ___ If Yes, Corp. Name: _____ EIN: _____

*Organizations not directly affiliated with Santa Clarita United Methodist Church will be expected to make an established donation as listed below.
This is not a rental fee, but it will cover costs of building maintenance, utilities and custodian.*

Signed: _____ Date: _____
(Authorized Individual)

Address: _____ City & Zip Code: _____

Phone: _____ Email: _____
(Include area code)

For Church Use Only

Approved: ___ Denied: ___

Member: ___ Non-Member: ___

Terms of Use:

INITIAL DONATIONS DUE 2 WEEKS IN ADVANCE ONGOING DONATIONS DUE IN ADVANCE AT THE BEGINNING OF EACH MONTH

\$ _____ x _____ hrs. = \$ _____
\$ _____ x _____ hrs. = \$ _____
Custodian..... \$ _____
PA System..... \$ _____
Deposit..... \$ _____
Other: \$ _____
Total Due: \$ _____

Initial Due Date:

(Board of Trustees) _____ Date: _____

Access by: Key# _____ Staff _____

Notification by: Phone _____ Mail _____ Email _____ In Person _____ Date _____ Name of Trustee _____
(Retain copy of approved application)



26640 Bouquet Canyon Road
Santa Clarita, CA 91350
661-297-3783
santaclaritaumc@scumc.org

List of Multiple Dates & Times

| Day | Date | Time: From - To |
|-----|------|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Notes

FACILITY USE AGREEMENT

Pursuant to this Facility Use Application dated: _____, it is agreed that the
_____ (“Licensee”) may use the rooms, facilities and
equipment of the Santa Clarita United Methodist Church (“Church”) on the following terms and conditions.

1. This Agreement grants a personal license only, and does not create a tenancy. It may not be assigned to or used by any other organizations or person. It may be revoked or cancelled by the Church without liability at any time for any reason.
2. The rooms, facilities and equipment will be left in the same condition or better following the event and locked when vacated. Chairs & tables will be replaced in their original location and the kitchen if used will be cleaned before leaving. Licensee is responsible for all damage, repairs or replacements. Key(s) issued to Licensee are not to be duplicated and lost keys will be replaced at the cost of \$25 per key.
3. Licensee agrees not to violate any applicable laws, regulations or ordinances, and will pay any and all fines, penalties, taxes, and increased insurance premiums, if any, in any way arising out of such use. Licensee acknowledges that it is aware of the maximum lawful room capacities and will abide thereby. Licensee will not interfere with any other uses or activities of the Church. Licensee represents that it is licensed and legally authorized to conduct the event(s) contemplated hereunder.
4. There will be **NO SMOKING** in any Church buildings and **NO USE OF ANY ALCOHOLIC BEVERAGES ON THE CHURCH PROPERTY OR PARKING LOT AT ANY TIME**. No Church property will be used for any political purposes. No device which produces flames, sparks, smoke or explosives may be used in or about the Church.
5. Licensee agrees to conduct its activities and to supervise and control its participants in all ways consistent with the primary use of said facilities as a church and to prevent any use or conduct which would interfere in any respect with the religious status and use of the Church and its property.
6. Licensee agrees to defend, indemnify, and hold harmless the Church, its officers, members, clergy, staff, agents and volunteers from all claims, losses, costs, obligations and liabilities for injuries to any persons or for damages to or loss of hereunder, whether or not arising from any negligence, fault or legal liability of Church or its officers, members, clergy, staff, agents, or volunteers.
7. Licensee, as a condition of its use, will deliver to Church at least seven days prior to its use hereunder a certificate of insurance giving evidence that Licensee will be covered during the event(s) by a policy or policies of insurance providing at least: Comprehensive, General Liability, minimum \$500,000 combined Single Limit for Bodily Injury and Property Damage, including Blanket Contractual Products Liability (If food is to be served at Licensee’s event (s) and Worker’s Compensation coverage (if applicable); and if Licensee is a corporation, written evidence of Licensee’s status under L.R. C. 501 (3) and such other items as may be reasonably requested by the Church.
8. Other: Licensee and Licensee’s members, agree to the facility use and such other conditions as approved by the Board of Trustees on this Facilities Use Agreement.

(Licensee)

Dated: _____

(Board of Trustees)

Dated: _____