

Santa Clarita United Methodist Church
26640 Bouquet Canyon Road, Santa Clarita, CA 91350
(661) 297-3783

Application for Use of Church Facility

Name of individual or Group: _____

Date requested: _____ Start Time: _____ End Time: _____
(Please be sure to include set-up & Clean -up in your time)

Additional or Alternate Dates: _____

Purpose of meeting: _____

Name of Leader(s) or Performer(s): _____

Topic (either general or specific): _____

Expected Attendance (circle): 5 – 10 10 – 25 25 – 75 75 – 100 Over 100 (specify) _____

Room(s) Requested: Sanctuary Founders Hall Fellowship Hall
 Fireside Room Jr. High Room Youth Building

Other(s): _____

Will there be a meal or food served?: _____ (If yes, provide name of cook/cater) _____

Please answer all of the following: Will you need Childcare? _____ (How many children?: _____

Kitchen Facilities: _____ Piano: _____ Public Address System: _____

Other: _____

Will there be an admission charge?: _____ Registration Fee?: _____ If yes, state amount \$: _____

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: _____
(Group Representative & Contact)

Address: _____ City: _____ Zip: _____

Contact Phone#: _____ Email: _____
(Include area code)

For Church Use Only

_____ Approved _____ Denied

_____ Member _____ Non-Member

Conditions for Use: _____

(Board of Trustees)

Notification by: Phone Email US Mail
(Attach copy of letter)

Date: _____ Name of Trustee: _____

FACILITY CHARGES DUE 2 WEEKS IN ADVANCE

\$ _____ x _____ hrs. = \$ _____

\$ _____ x _____ hrs. = \$ _____

Custodian..... \$ _____

PA System..... \$ _____

Deposit..... \$ _____

Mandatory Cleaning Deposit \$ 200.00
(Refundable)

Other..... \$ _____

Key Deposit \$25.00 ea. \$ _____

Total Due \$ _____

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FACILITIES USE AGREEMENT

Pursuant to the Application For Use of Church Facility 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. Licensee is responsible for all damage, repairs or replacements.
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 the Application For Use of Church Facility.

(Licensee)

Dated: _____

(Board of Trustees)

Dated: _____