

Baker City Church of the Nazarene

1250 HUGHES LANE, PO BOX 665; BAKER CITY, OR 97814 541-523-3533

SANCTUARY BUILDING EVENT USE FEE APPLICATION

SANCTUARY, FELLOWSHIP HALL AND KITCHEN

Sundays are reserved for church activities only.

Date of request: _____ Name of Event: _____

Person(s) Responsible: _____

Address: _____ Phone: _____

Date(s) of Use: _____ Time of Use: From: ____am/pm to: ____am/pm

Facility Requested: _____

Usage Fee Schedule:

Fellowship Hall	½ Day Use	\$30	\$ _____
	Full Day	\$60	\$ _____
Fellowship Hall and Kitchen	(full day)	\$110	\$ _____
Kitchen Only		\$60	\$ _____
Sanctuary Use (Weddings, Musical Performance & Events)	\$100		\$ _____
Sanctuary Sound Tech		\$50	\$ _____
Sanctuary Media Operation Tech		\$50	\$ _____
Refundable Key Deposit	(\$25 if applicable)		\$ _____
Custodian Fee for large events		\$75	\$ _____

For small events, you are responsible for cleanup. If cleanup is completed by custodial staff, cleaning fee of \$25 per hour will be incurred. Make checks for usage to Baker City Nazarene Church. Custodian &/or Kitchen Coordinator should be paid to individual doing that job.

Balance Due Prior to Facility Use **Total** \$ _____

Equipment Requested (tables, chairs, sound, projector, etc.) _____

Note: Agreement is not final until approved by Senior Pastor or Facility Manager.

Approved by Church Senior Pastor/Facility Manager _____ Date _____

Signature of Responsible Person(s) _____ Date _____

BAKER CITY CHURCH OF THE NAZARENE
SANCTUARY, FELLOWSHIP HALL/KITCHEN EVENT USE
REGULATIONS ON USE OF CHURCH FACILITIES

1. **OUR MISSION STATEMENT:** To Make Christ-like Disciples in the Nations
2. **BASIC REGULATIONS** (Must be read and initialed by “person responsible” for the activity.)
 - _____1. Use must be approved by the Senior Pastor/Facility Manager.
 - _____2. User agrees that it will not use the premises for any unlawful purpose or for any purpose that is contrary to the mission, purpose, or belief of the Church of the Nazarene, which is a biblically-based religious institution.
 - _____3. The Person in Charge during the event shall be responsible for the general conduct of the activity and the observance of the rules and regulations governing the use of the facility and its surrounding grounds
 - _____4. NO ALCOHOLIC BEVERAGES, TOBACCO, ILLEGAL DRUGS, or illegal activities are allowed in or on the church facilities and/or grounds at any time.
 - _____5. Groups are expected to clean up and to leave the facilities as they find them, including:
 - a. Setting up, taking down and returning all equipment and furniture, unless prior arrangements are made.
 - b. Depositing all garbage in appropriate receptacles.
 - c. Reporting any damage or other problems immediately to church staff.
 - _____6. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which the User will use, including entrances and exits.
 - _____7. Groups will not do anything to mar or damage the building, facilities, grounds or equipment, and agree to assume full financial responsibility for all such damages as may be incurred.
 - _____8. Groups will follow the approved schedule and not use facilities except as approved.
 - _____9. All doors must be locked upon leaving.
 - _____10. A key will be checked out to the “person responsible” if necessary and may not be given to others nor used at times other than those approved with this application without prior approval.
 - _____11. If cleanup is completed by custodial staff, a cleaning charge will be \$25/hr.
Also a **DEPOSIT of \$25** to check out a key; refunded when key is returned.
 - _____12. **TOTAL RENTAL FEES ARE DUE IN ADVANCE** and must be paid at the Nazarene Church Office. Groups who use the facilities on an ongoing basis* are asked to pay for at least one month in advance.
 - _____13. Should the use of the facilities **equipment** such as tables, chairs, podiums, sound and or video systems be desired, such a request shall be submitted with the application. The use of the equipment may require **a deposit or fee** paid by the user.
 - _____14. When the facilities are available, prior day set-up charges may be charged at half the normal fee.
 - _____15. Part of the Kitchen Rental is use of coffee pots, pitchers, punch bowls, utensils, dishes (**paper products and plastic utensils are an additional fee of \$30 per event**), pots, pans, plastic table clothes. Ask the Kitchen Coordinator about additional items.

3. CONSEQUENCES:

- A custodial fee of \$25.00 per hour will be charged as a result of failure to *clean up* appropriately.
- A custodial fee of \$25.00 per hour will be charged *for setting up* tables and/or chairs by the Facility staff.
- If a key is lost, the person who checked out the key will forfeit the key deposit and be financially responsible for any necessary re-keying of facility locks.
- The “person responsible” agrees to pay for any damage to the facility resulting from his/her group activity.
- Deposits will be applied to any costs due to loss or damage to church facilities.
- Failure to abide by the conditions of the agreement may result in loss of privileges to use church facilities

4. CANCELLATIONS

- This agreement may be cancelled unilaterally by either party within 14 days written notice to the other party.
- In the event that the Church must cancel this agreement, User will be entitled to any deposit User has paid. However, in no event will the Church be liable to User for any lost profits or incidental, indirect, special, or consequential damages arising out of User’s inability to use the above described premises, even if the Church has been advised of the possibility of such damages.
- User agrees that it will not assign any of its rights under this agreement, and any such assignments will void this agreement at the sole option of the Church.
- The Church and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If the Church and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.
- This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

*Note: “Ongoing activity” refers to an activity occurring on four or more days within a one-month period.

Fellowship Hall and Kitchen Usage Guidelines

1. Replace chairs and tables where you found them.
2. Carpet is to be vacuumed (vacuum cleaner located in chair closet) and spill spots wiped up with damp cloth.
3. Please do not remove any dishes, liens or kitchen items from the Facilities without checking items out.
4. All dishes, utensils, coffee pots (please empty all coffee grounds), etc. must be cleaned and returned to their places.
5. Paper Products are available for church activities. Non-church activities must provide their own paper products or pay the \$30 per event fee for paper products.
6. Kitchen counter tops, stoves, and sinks are to be cleaned after each use.
7. Make sure the gas or electricity for the stove tops and ovens are turner off.
8. Floors are to be swept.
9. All garbage is to be removed to outside containers and clean garbage liner reinstalled.
10. Tables and chairs are to be cleaned and then folded and put away in designated areas.
11. Carpet is to be vacuumed and spots wiped up with damp cloth.
12. If sound/video equipment is required, please make prior arrangements with Office Manager or Facility Manager.
13. Heating and cooling will be monitored by the Facility Manager or Kitchen Contact Person.
14. Person(s) in charge are to turn off all lights and secure the building before leaving.
15. Place used kitchen towel and dish cloths in plastic basket for laundering.
16. For Safety reasons, we ask that children not linger in the kitchen areas.

Sanctuary Usage Guidelines

1. The walls, banners, organ, piano* will be left in their positions. (They will not be moved, no exceptions!) * The piano may be moved by the church custodian if the position requested is deemed appropriate.
2. Any other musical instruments can be relocated from the platform by church personnel only.
3. Musical instruments will not be “played with” or otherwise used unless permission has been given to do so.
4. Any decorations will be in good taste. Pleasing to the LORD.
5. Fresh floral arrangements are permitted in the sanctuary. However, no floral arrangement will be placed on any musical instrument, i.e. organ, piano, amplifier, speaker, or prayer alter etc.
6. No tacks, duct tape, scotch tape, nails, will be used. Blue masking tape or command strips are permitted but must be removed as soon as possible. (not provided by church)
7. If candles are used, they will be driplless.

For Office Use

Event Deposit: \$ _____ Date: _____ Rcpt# _____

Event Balance Received: \$ _____ Date: _____ Rcpt# _____

Refundable Deposit Received: \$ _____ Date: _____ Rcpt# _____

Date Refundable Deposit Returned: _____ Amount of Deposit Returned: \$ _____