

Baker City Church of the Nazarene
FAMILY LIFE CENTER
EVENT USE APPLICATION for the GYM and/or KITCHEN
Sundays are reserved for church activities only.

APPLICATION DATE _____

NAME of GROUP _____

PERSON(S) RESPONSIBLE _____ PHONE _____

ADDRESS _____ CITY _____ ZIP _____

DATE (S) OF USE _____ TO _____

TIME: FROM _____ AM/PM TO _____ AM/PM TOTAL HOURS _____

FACILITIES REQUESTED _____ PURPOSE _____

EXPECTED ATTENDANCE: MEN _____ WOMEN _____ YOUTH UNDER 18 _____

WILL THIS BE A MONEY-MAKING EVENT? YES ___ NO ___ IF "YES" FOR WHAT PURPOSE _____

CERTIFICATE OF INSURANCE FROM GROUP USING FACILITY, RECEIVED (DATE). _____

RATES FOR FACILITIES USE

- | | |
|--|-----------------------------------|
| A. FAMILY LIFE CENTER (1 st Floor Only) (No Kitchen Use) \$175 per day use | \$ _____ |
| (2 nd Floor Use of Classrooms along with down stairs use) additional \$75/day | \$ _____ |
| a.) Custodian fee (fee is at the discretion of the Facility Mgr.) per event | \$ _____ |
| B. KITCHEN USE | \$50 per event \$ _____ |
| a.) If Paper Products are used | \$30 per event \$ _____ |
| b.) If Linens are used for an event a cleaning fee of \$25 will apply | \$ _____ |
| c.) Kitchen Coordinator (required for events) | \$100 per event \$ _____ |
| C. REFUNDABLE KEY DEPOSIT | (\$25 if applicable) \$ _____ |
| D. REFUNDABLE CLEANING DEPOSIT | (\$100 cleaning deposit) \$ _____ |

If cleanup is completed by custodial staff, cleaning charge will be deducted from the deposit at \$25 per hour. Additional charges will be incurred if time spent exceeds deposit.)

- | | |
|---|----------|
| E. SET UP FEES (If custodial staff sets up tables and or chairs or decorates) (\$25 per hour) | \$ _____ |
|---|----------|

BALANCE DUE PRIOR TO FACILITY USE..... \$ _____

- **Organizational Users**-User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven day prior to the date upon which the User begins to use the above described premises. The Certificate of insurance will indicate that the User has made Owner an "additional insured" on User's policy with respect to the use by User of the above described premises.

- **Individual Users**-User promises and warrants the User will obtain signed Activity Participation Agreements (either provided by or acceptable to Owner) from each participant in the activity. If the participants are minors, User will obtain the signature of at least one parent or legal guardian on each Activity Participation Agreement. OR the User promises and warrants that it

The undersigned agrees and covenants to release, discharge and waive any rights of actions, demands or claims for any and every incident or accident which might arise during the rental of the facility, and do hereby assume all risks inherent in the use of the facility, and furthermore, will hold harmless the Baker City Church of the Nazarene, its agents, employees, or any other person from and against any and all demands, medical costs, claims, damages to persons or property, loss and liabilities, including attorney's fees arising out of or caused by myself or any others in connection with the use of the facility. The undersigned also agrees to assume responsibility for loss of damage to the building and equipment occasioned by use of the premises. I, the undersigned, shall be personally responsible for the full payment of the fees and the observation of the regulations governing the use of the church facilities as stated on the reverse side of this form.

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

Items on the back of this form must be read and initialed by person responsible for the activity.

Signature of Responsible Person(s) _____ Date _____

Approved by Church Senior Pastor/Facility Manager _____ Date _____

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 \$ _____

BAKER CITY CHURCH OF THE NAZARENE
1250 HUGHES LANE, BAKER CITY, OR 97814 541-523-3533
FAMILY LIFE CENTER GYM and/or 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, and will obey all laws, rules, and regulations of all governmental authorities (including but not limited to current regulations set in place by Baker County Health Department concerning COVID 19 Safe Standard Practices) while using the above described facilities. 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. **DEPOSITS** include **\$100** at the time of the application then returned after the event if no additional costs are incurred. If cleanup is completed by custodial staff, a cleaning charge will be deducted from the deposit at \$25/hr. Additional charges will be incurred if time spent exceeds deposit.)
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.

BAKER CITY CHURCH OF THE NAZARENE

KITCHEN RULES

- 1.** Please do not remove any dishes, liens or kitchen items from the Facilities without checking items out.
- 2.** All dishes, utensils, coffee pots (please empty all coffee grounds), etc. must be cleaned and returned to their proper places.
- 3.** 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.
- 4.** Kitchen counter tops, stoves, and sinks are to be cleaned after each use.
- 5.** Make sure the gas or electricity for the stove tops and ovens are turned off.
- 6.** Floors are to be swept.
- 7.** All garbage is to be removed to outside containers and a clean garbage liner reinstalled.
- 8.** Tables and chairs are to be cleaned and then folded and put away in designated areas.
- 9.** Carpet is to be vacuumed and spots wiped up with damp cloth.
- 10.** If sound/video equipment is required, please make prior arrangements with Office Manager or Facility Manager.
- 11.** Heating and air conditioning will be monitored by Facility Manager or Kitchen Contact Person.
- 12.** Person(s) in charge are to turn off all lights and secure the building before leaving.
- 13.** Place used kitchen towel and dish cloths in plastic basket for laundering.
- 14.** For safety reasons, we ask that children not linger in kitchen areas.