



The Community Church of Sebastopol
1000 Gravenstein Hwy. N Sebastopol, CA 95472
www.uccseb.org office@uccseb.org

Facilities Use Agreement

Name of Organization/Individual: _____

Address of Organization/Individual: _____

City: _____ Zip Code: _____

Email: _____ Cell Phone # _____ Phone # _____

Person Responsible for event: _____

Room(s) Requesting: _____

Type of Event: _____

Date of Event: _____

Non-Profit: Yes No
If yes, please supply your 501(c)3 Number: _____

Estimated Number of People at Event: _____

Times of use from _____ to _____ (include set up and clean up time)

Will you be charging to attend? Yes No

Will you be serving alcohol? Yes No
(Please refer to the church's alcohol policy.)

Will you need tables and chairs? Yes No
If yes, how many tables? _____ Chairs? _____

Include a diagram of how you would like the tables and chairs set up on the form provided in this facility use packet .

Kitchen Use? (additional charges apply) Yes No (See kitchen use charges)

Name of Caterer (required) _____

Email (required) _____ Cell Phone # _____

Caterer's Business License # _____

Proof of Business Insurance (required):

General Terms and Conditions:

1. The responsible party must be 25 years or older.
2. Tape is not to be used on the walls, windows or doors.
3. No smoking or vaping of tobacco or any other substance is allowed on campus.
4. No helium balloons can be used in Memorial Hall, latex or mylar.
5. No flame candles can be used.
6. No confetti or confetti-like decorations can be used.
7. Children must be supervised at ALL times. Failure to comply will result in forfeiture of deposit.
8. No outside vendors can be on the premises selling products.
9. No small individually-wrapped candies or favors are allowed.
10. Wine, champagne or beer is allowed, provided The Community Church policy regarding the serving of alcoholic beverages is followed.
11. The undersigned will turn off all lights, heater and fans, and lock doors and windows, as outlined in the Facilities Use Check List at the end of each use.
12. The undersigned will pick up all trash and empty garbage into the dumpsters.
13. The undersigned will not put recycling into trash bags. The correct recyclable items should be put directly into the designated blue cans and dumped directly into the recycle blue dumpster.
14. The undersigned agrees and understands that the Community Church, a non-profit organization, is not sponsoring, hosting or in any way responsible for this event and is not responsible for loss, injury or damage sustained by any party attending the event.
15. The undersigned agrees to be solely responsible to third parties, guests, invitees or users of the facility at this event and shall further hold harmless The Community Church for any necessary and proper expenses incurred in enforcing this agreement, or its hold harmless clause, including but not limited to attorney fees and/or costs relate to same.
16. The undersigned will be responsible for damages in excess of normal wear and tear to the facility.
17. The undersigned person agrees to be present at the event and shall be the last to leave the event, making sure all lights, fans, and heaters, etc. are turned off, as outlined in the Facilities Use Check List at the end of each use, and that the facility is left in good condition.
18. A copy of current certificate of liability insurance for \$1,000,000 must be submitted to the Church with The Community Church listed as additional insured.
19. The undersigned hereby acknowledges receipt of the
 - a. Facility Use Agreement
 - b. Facility Use Billing Agreement
 - c. Facilities Use Check Out List
 - d. Alcoholic Beverage Policy

Responsible Party _____

Date _____

Facilities Coordinator _____

Date _____

Alcohol Policy

Types of Events: Wine, champagne and beer can be served at Memorial Hall or Fellowship Hall functions only when the Halls have been rented under contract and only when indicated on the signed contract. Alcoholic beverages are not to be served at any general church functions.

Limitations: Only wine, champagne and beer are allowed. Hard liquor, and fortified wines are not permitted. The alcoholic content of the wine or champagne shall be 14% or less.

Area: Serving and consumption of such beverages is limited to the inside of Memorial Hall and Fellowship Hall. Drinking is not allowed in the parking lot or in any other church building.

Permits Required: If you are selling wine, champagne or beer, selling tickets for a function (such as a fund raiser) that will be service serving wine, champagne or beer, an ABC license is required by the State of California. This license may be attained at the State Building. A copy of the ABC license and/or the assembly permit must be furnished to the church administrator prior to your event.

Insurance Requirements: Users are required to provide a liquor liability certificate for no less than \$500,000.00 in addition to the standard general liability insurance coverage if wine, champagne or beer will be sold at the event.

Security: The church reserve the right to require a responsible church representative to be present to directly supervise the dispensing of wine, champagne or beer. A fee of \$100.00 per event will be included in your rental agreement to pay for this service.

Quantity: No adult shall be served more than 8 ounces of wine, champagne or beer (Equivalent to 3 champagne glasses). No one who is intoxicated may be served. A clearly marked, non-alcoholic beverage must also be available whenever wine, champagne or beer is served.

Age Limit: No persons under the legal age (21) will serve or be served alcoholic beverages.

Serving: Wine, champagne or beer glasses, ice buckets, containers and other serving apparatus will not be provided.

Clean Up: Specific arrangements regarding clean up must be made prior to the event. All open and unused containers must be removed from the church premises immediately after the event. Do not leave wine, champagne or beer containers in the church refrigerator. Be certain to check the grants for trash. Failure to leave the premises clean of all containers appropriately removed will result in forfeiture of the security deposit and may result in an additional fine of \$500.00.

Facility Use Fees

Memorial Hall

Main Floor 48' x 86' (see floor plan next page)

Tables and chairs available

- Twelve (12) - 72" round tables
- Sixteen (16) - 8' rectangle tables
- 300 metal folding chairs

Sports Use Only	\$70.00 per hour (2 hour minimum)
Memorial Hall (no kitchen) Dining with tables and chairs for up to 300 • No dining assembly holds up to 600	\$85.00 per hour (4-hour minimum) (Set up and take down of tables and chairs included)
Memorial Hall with kitchen use • With kitchen use • With tables and chairs for up to 300	\$120.00 per hour with 4-hour minimum (Set up and take down of tables and chairs included)
Misc. Charges	
Sound System and/or projector & screen (Church Technician required) (4 hour minimum)	\$200.00 (Includes equipment @\$100 and technician@ \$100)
Podium	\$25.00
Dishes Rental (Church Dishwasher Required)	\$100.00
Stainless Flatware Rental	\$50.00
Dishwasher (2 Dishwasher Technicians Required)	\$17.00 per hour per technicians (4-hour minimum)
Memorial Hall Kitchen use only	\$35.00 per hour

Memorial Hall Kitchen Use Regulations

When using the Community Church of Sebastopol Memorial Hall Kitchen the following rules apply:

- All kitchen supplies belonging to the church are secured and unavailable for use
- If using the kitchen, you will now be responsible for bringing all your own supplies
- If the dishwasher/sanitizer is used, you must hire designated employees from the church to wash and dry the dishes and operate the dishwasher/sanitizer @ \$17.00 per hour per person (payment to employee due before end of the event)
- If dishes and/or stainless ware are used, a rental fee will apply (an inventory count will be done after the event and if there any missing or broken items, a replacement fee will be charged)

Sanctuary

- Capacity 300 people
- Available for concerts / recitals, memorial services and weddings
- No facility usage fee for Community Church members. At least one member of immediate family must be an active member who has regularly attended worship services and contributed financially to the church during the last calendar year.

Recitals / concerts	\$175 (inc. 3 hours) Additional \$50/ additional hour Additional fee required if major furniture adjustments are requested
Weddings, Funerals and Memorial Services	See separate forms: Wedding Ceremony & Reception Guidelines & Fees Funeral & Memorial Service Guidelines & Fees

Fellowship Hall

- Capacity 60 people
- Available for meetings, weddings, parties, Quinceañeras

Fellowship Hall with kitchen (Inc. tables / chairs for up to 60)	\$50/hour
Fellowship Hall (no kitchen) (Inc. tables / chairs for up to 60)	\$35/hour

Pilgrim Center and Courtyard

Includes Courtyard, Media Center, Chapel, Kitchenette and Bathroom

Media Room

Twelve (12) – Desk-style tables

75 - padded chairs

Media Room with Multi-Media <ul style="list-style-type: none"> • For up to 45 • With Wi-Fi connection • Tables/Chairs • White Boards • Sound system, projector, screen, 24 computer connections Includes equipment technician (required)	\$75.00 per hour (2-hour minimum)
Media Room meeting space only <ul style="list-style-type: none"> • Tables/chairs for up to 45 	\$35.00 per hour
Classrooms for up to 20	\$25.00 per hour

Courtyard

• With Tables/Chairs	\$85 per hr with 4 hour minimum
• And Kitchen Use, Tables/Chairs*	\$120 per hr with 4 hr minimum

*Tables and chair set-up and break down done by Community Church staff

Chapel

- Seating for 50
- Wooden padded chairs
- Sound system
- Electric and upright standard pianos

Chapel • Meeting space for up to 50 • Use at the discretion of the Community Church	\$50.00 per hour
Chapel for Small Weddings, Funerals and Memorial Services	See separate forms: Wedding Ceremony & Reception Guidelines & Fees Funeral & Memorial Service Guidelines & Fees

Fountain Courtyard

Courtyard • With tables/chairs	\$85.00 per hour with a 4-hour minimum
Courtyard and Kitchen Use • With tables/chairs	\$120.00 per hour with a 4-hour minimum

Negotiated fees for ongoing regular weekly or montly rentals.

Discounts:

50% off for non-profit organization holding a fundraiser

75% off for Church Members* or Community Service directly associated with the member

*Any use for a for-profit business must pay full price and may only use Memorial Hall and Memorial Hall Kitchen.



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Facilities Use Billing Agreement

Responsible Person's Name _____ Date _____

Organization _____

Address _____ Phone _____

Email _____

Other Contact _____ Phone _____

Facilities being rented _____ Estimated Number at Event _____

Date(s) of Use _____ Type of Event _____

Times of use from _____ to _____ (include set up and clean up time)

Facility Use Charges	Amount
Room Rental Fee (50% due at time of reservation)	
Kitchen Use Fee	
Event Host	
A/V Technician Fee	
Dishwasher Fee	
Refundable Security/Cleaning Deposit	
Refundable Key Deposit	
Additional Fees:	
Sub Total Due at Time of Reservation <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	
Total Amount Due 30 Days Prior to Event	
Total Amount Paid Prior to Event <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	
Security/Cleaning Deposit Amount Refunded-Date_	
Key Deposit Refunded- Date	
Certificate of Liability Insurance* _____ Date Received: _____	

* A Certificate of Liability Insurance for \$1,000,000 naming The Community Church of Sebastopol as additional insured is required and must be received in the office prior to the event.

To receive security/cleaning deposit refund, the building must be cleaned and all items on the checklist completed. Responsible party must meet with the Event Host to inspect the facility before the event and at the end of the event to inspect the facility, return keys and determine refund due. Additional charges over and above the security/cleaning deposit may apply, please see the Security Deposit Charges on the following page.

Signature of responsible person below is in agreement with the billing charges and deposits.

Responsible Party Signature _____ Date _____

Additional Use Fee Schedule (no discount available)	
Security Deposit (Refundable) *	\$500.00 or cost of rental (lower amount)
Failure to clean facility, 1 hour minimum charge	\$50.00 per hour
Failure to lock building	\$40.00
Failure to remove trash	\$40.00
Failure to complete check list items, each item	\$40.00
Disturbance to the neighborhood	\$50.00
Failure to adhere to alcohol policy	\$200.00
Odor of smoke in the hall, or damage due to smoking	\$200.00
Key Deposit	\$25/key
Damage to facility and surrounding area	Full repair cost
Failure to provide insurance	Cancellation of Event
A/V Technician	\$25/hr (4 hour minimum)
Large Event Host*	\$200
Mini Host*	\$50
Charges deducted from security/cleaning deposit	
Additional charges due	
Total amount of refund due (Check will be mailed within 14 working days)	

* Need for security deposit and event host determined by church staff based on type of event.

Responsible Party for Security Deposit

Name _____ Phone Number _____

Signature of Responsible Party _____ Date _____

Signature of Facilities Manager _____ Date _____

The Community Church strongly recommends that you have a designated team or hire help to clean up after your event. You will lose your deposit if cleanup runs slow or is incomplete. The entire hall must be completely clean by midnight.

The facility rental invoice will list the services contracted with each individual listed. Please make out a separate check to each individual listed. Give checks to Event Coordinator before the event.



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Facilities Use Checkout List

The following things must be done and signed off on at the end of the event by the event coordinator to insure a full security deposit refund:

Memorial Hall Checklist:

Tables and chairs wiped clean	Bathrooms cleaned
Fold chairs and place on top of tables (* see below)	All faucets turned off
All decorations and misc. removed	All garbage picked up outside
Garbage/recycling disposed of in dumpsters	Floors dust-mopped
Sound system stored away	All windows shut and locked
Heater/Fans turned off	Lights turned off
Doors locked and securely latched	Key put away

*VERY IMPORTANT – Do not put tables and chairs away. Additional fees will be levied if chairs and tables are not stored as specified.

Memorial Hall Kitchen Checklist:

All food and misc. removed from kitchen	Floor swept
All food removed from refrigerator	Floor mopped
Refrigerator wiped down (* see below)	Drain filters cleaned out
Countertops wiped down and towel dried	All items used put away
Mats removed and placed outside on rack	Stovetop wiped down

* When doing a final wipe down of countertops, stovetop and refrigerator you are to use a gallon of hot water from red bucket provided under the 3-compartment sink and one capful of bleach.

Please list any damage noted: _____

Suggestions: _____

Please sign and return to Event Coordinator:

 (Signature)

 (Date of Use)

Event Host Inspection Sign-Off

 (Signature)

 (Date of Use)

Room Set Up Request

Indicate which building:

MEMORIAL HALL

FELLOWSHIP HALL