

FIRST CONGREGATIONAL CHURCH APPLICATION FOR USE OF FACILITIES

DATE(S) REQUESTED _____

weekly monthly 1 time only

Type of Use:

Personal use by a member of the church (no charge / see conditions)*
 Proposed mission of the church use (no charge)*
 Organizational or non-member use (see attached fee schedule)

Exact Name of Group or Event _____

_____ Total hours you wish to reserve facility including your group's set-up & clean up time from _____ to _____

{BLOCK OF TIME NEEDED MUST INCLUDE SET-UP & CLEAN-UP. CHARGES WILL BE BASED ON TOTAL HOURS USED.}

Purpose of Function _____

[MEETING, PIANO RECITAL, CHOIR, DINNER, ETC.]

Estimated Attendance _____

2 TABLES AND CHAIRS FOR UP TO 75 WILL BE AVAILABLE FOR USE IN THE CHAPEL.

Room(s) Requested: _____ Tables # _____ Chairs # _____

Special Equipment Requested: _____

YOU WILL NEED TO PICK UP A **KEY** AT LEAST TWO DAYS PRIOR TO EVENT WITH A \$75.00 DEPOSIT FROM THE CHURCH OFFICE. YOU WILL NEED TO RETURN THESE **KEY WITHIN FIVE** DAYS FOLLOWING EVENT. CALL TO ARRANGE KEY PICK-UP (327-1609).

You will be responsible for unlocking and locking the gate and room(s) used, turning off all lights, taking all trash to the dumpster and for any & all damage occurring to the premises while in your care. Please keep the attachment regarding responsibilities.

YOUR NAME _____ Telephone # _____

YOUR ADDRESS _____ Zip _____

ALTERNATE CONTACT _____ Telephone # _____

Comments or additional request: _____

Please sign to indicate you have read the attached terms and conditions for use of our facilities:

Signature: _____ Date: _____

OFFICE USE ONLY

DATE CLEARED: _____

TOTAL CHARGES: _____

FIRST CONGREGATIONAL CHURCH
5 REAL ROAD, BAKERSFIELD, CA 93309 (661) 327-1609
OFFICE HOURS: 9:00 A.M. — 2:00 P.M. (MONDAY —
FRIDAY)

TERMS, CONDITIONS AND RESPONSIBILITIES FOR THE USE OF THIS FACILITY

1. Applicant agrees that the Church may monitor Applicant's use of Facilities, and Applicant agrees to comply promptly with any reasonable request made by the church to take action or to refrain from taking action which in the church's absolute discretion is necessary for its welfare. APPLICANT MUST CHECK OUT WITH THE CHURCH MEMBER ON DUTY.
2. Applicant hereby waives all claims against the church for damage to property or injury to persons arising out of applicant's use of the facilities. Applicant further agrees to indemnify, save harmless and defend the church, at applicant's cost, from all claims, obligations and liability for any injury or damage to any person or property whatsoever, arising by reason of applicant's use of the facilities.

A Certificate of insurance naming First Congregational Church as an Additional Insured is required with this application.

- (a) Said certificate shall have comprehensive general liability insurance including contractual projects and completed operations with minimum limits of liability being \$500,000 per occurrence and \$1,000,000 aggregate combined single limits for bodily injury and property damage. A CERTIFICATE OF INSURANCE should be issued to the church evidencing the coverage's limits of liability and effective dates.
 - (b) Applicant shall maintain at all times, and at their expense, and in compliance with any applicable law, insurance satisfactory to the First Congregational Church.
 - (c) For long term rental, Applicant shall further provide the First Congregational Church with at least 30 days prior written notice if any such insurance shall expire for any reason without being replaced with equivalent coverage.
3. Applicant understands that the church reserves the right to cancel its permission to use the facilities upon reasonable notice to Applicant.
 1. Applicant understands that should the use of the facilities by its organization cause additional expenses, such as cleaning, additional refuse collection costs, or repairs to church facilities or equipment, the expenses will be the sole responsibility of applicant. If such amount is due, the applicant agrees to pay the church upon receipt of such notice.
 5. Applicant further understands the following:
 - (a) This agreement cannot be assigned without prior approval of First Congregational Church.
 - (b) The Applicant acknowledges they will abide any and all applicable OSHA and environmental restrictions and laws. Any fines, penalties, or suits resulting from Applicant's negligence (whether known or unknown) are the responsibility of said applicant to defend, indemnify and hold harmless First Congregational Church of Bakersfield.
 - (c) Smoking is not permitted in any room or on the church premises.
 - (d) Applicants are not to tape, pin or attach anything to the walls or windows of any rooms they use.
 - (e) No alcoholic beverages will be allowed on church property.
 - (f) No Fireworks on premises.
 6. Applicant understands that this application must be reviewed and approved by the Church's Board or its agent prior to use of the church facilities.
 7. Personal Use: A use is not personal if the event includes receipt of admission fees or tuition, or if goods will be sold at the event. Fundraising events for charitable organizations should be submitted to the Board for consideration.

I have read and will comply with the conditions set forth by this use agreement. (initial)_____

Stipulations:

- A minimum of two hours is required per rental. Fees include set up and take down for events in the Sanctuary, Plymouth Hall, and the Chapel.
- A separate \$150 room deposit and a \$75.00 key deposit is required for all events. These deposits will be returned once the keys are returned, and **the room is inspected** post-event. Deposit may be withheld if room is not returned to its original condition.
- To use church's instruments, a meeting must be arranged with the collaborative musician prior to event.
- Streaming is a private You Tube channel with an invite sent
- Recorded service is raw footage of the service. Additional editing can be done for an additional fee

FIRST CONGREGATIONAL CHURCH
FACILITY FEE SCHEDULE
 {Effective 1/25/2022}

FACILITY	FEE FOR FIRST TWO HOURS	FEE FOR SUBSEQUENT HOURS
Sanctuary	\$650	<i>\$50 per hour</i>
Plymouth Hall	\$250	<i>\$20 per hour</i>
Chapel	\$250	<i>\$20 per hour</i>
Fireside Room	\$100	<i>\$10 per hour</i>
Kitchen	By Special Arrangement	

MISC. ITEMS	FEE FOR FIRST TWO HOURS	FEE FOR SUBSEQUENT HOURS
Screen W/ Projector	\$100.00	\$20.00
Piano	\$50.00	\$10.00
Streaming - Private	\$140.00 – Flat Rate	
Recording	\$140.00 – Flat Rate	Negotiation over 3 hours