

CHURCH USE APPLICATION & AGREEMENT

Forms must be submitted to the office staff 14 days before the event unless other arrangements are made.

APPLICANT INFORMATION

Name of Applicant: _____ Date of Request: _____

Organization: _____

Billing Address: _____

Phone: _____ E-mail: _____

Contact 2: _____ Phone: _____ E-mail: _____

501(c)(3) Organization? Yes No Tax ID No. _____

Insured: Yes, provide a copy of the Insurance Certificate No, see the Release of Liability/Agreement

EVENT INFORMATION

Event Title & Description: _____

Day & Date: _____ Start Time: _____ End Time: _____

Set-up Time Prior to Event: _____ Clean up Time after Event: _____

One Time Event Reoccurring Event 1st 2nd 3rd 4th Week of the month

Rooms Requested:

- Sanctuary Social Hall Kitchen Fireplace Room Mt. Baker Room
- Library Chapel Room 11 Rooms 12/14 Lobby

Will you serve food or drink? Yes No Is the event catered? Yes No

Do you plan to serve alcohol? Yes No *(See Alcohol Policy in Church Rental Policy)*

Do you plan to have childcare? Yes No *(Ask about our Safe Church Policy as related to childcare)*

Equipment Requested: Piano Sanctuary Sound System Projector Screen Social Hall PA System
 (Provided as available)

Set up Needs: _____

Attendance Expected _____ Charging for Entry? Yes No Price: _____

CHURCH USE ONLY Date Received: _____

Application Approved? Yes No If No, reason: _____

Deposit Due: _____ Paid: _____ Total Facility Rent Due: _____ Paid: _____

Serving Alcohol Approved: Yes No

Hosts: _____

All groups and organizations are required to abide by the First Congregational Church Rental Policy related to the usage of the church facilities. This policy includes, but is not limited to, recognizing that First Congregational Church is an open and affirming church, welcoming all without regard to gender, race, ethnicity, economic or social status, or sexual orientation. A signed copy of the First Congregational Church Rental Policy is required.

Release of Liability/Agreement to Hold Harmless:

Those using the First Congregational Church facilities agree to release, protect, defend, indemnify and hold harmless the church and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses, including attorney's fees, directly or indirectly arising out of their use of any part of the First Congregational Church facilities. In the event of damage to the church property or facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the church Board of Trustees or their designee and shall pay the church for such repair and replacement costs upon demand.

Insurance:

For all gatherings not sponsored by First Congregational Church of Bellingham, the user may also be required to provide proof of a minimum \$1,000,000 liability insurance for the event naming First Congregational Church as additional insured. This certificate can be obtained by the user through their homeowner's or renter's insurance.

Deposit/Payment:

Payment of all fees and deposits must be made in advance of the function. Checks should be made out to First Congregational Church of Bellingham. Please submit a separate check for the damage/cleaning deposit. All deposits are refundable after the use in full unless it is determined that the terms of the agreement were not kept, and/or extra cleanup was necessary. The deposit will also be forfeited if the event is cancelled with less than one business week notice.

Agreement:

The User entered into this contract accepting of all conditions laid out in the Agreement, Hold Harmless and Church Rental Use Policy and will be held accountable for all items included in those agreements. The User has also provided the church with accurate contact information for the person in charge of overseeing the compliance with these agreements. Fees are quoted from information provided by user, additional set up, rooms, etc. may cost more. We reserve the right to charge more if event varies from what is stated on this agreement.

By signing below, I understand and agree to all the Terms and Conditions as they have been laid out in this form.

Print Name
Rental Party or Authorized Representative

Sign Name

Date

Print Name
Authorized First Congregational Church Representative

Sign Name

Date