

**APPLICATION & AGREEMENT - FACILITY USE**

Member/Group Name: \_\_\_\_\_

Meeting Date \_\_\_\_\_

Actual Start Time: \_\_\_\_\_

Recurring Meeting Cycle: yes no \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Event/meeting Purpose: \_\_\_\_\_

Number of participants: \_\_\_\_\_

Space requested: \_\_\_\_\_

**Name of person responsible (print)** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Alternate contact & responsible person (print)** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Note: The contacts listed above are authorized to make changes to your event. Any others from your organization/group/event that contact the church will be instructed to call one of the above names, and no changes will be accepted from them.**

I, the undersigned, have read and agree to comply with the terms of this agreement:

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

<b>OFFICE USE ONLY</b>			
Calendar Confirmed	<input type="checkbox"/>	Administrative Team Approval	<input type="checkbox"/>
Key/Code Issued	<input type="checkbox"/>	Custodian Notified	<input type="checkbox"/>
Key Returned	<input type="checkbox"/>	Confirmation copy to user	<input type="checkbox"/>
Fees Paid Waived	<input type="checkbox"/>		
Amount _____		_____ LCPC Authorization/Date	

**SPECIAL SET UP REQUESTS**

Room \_\_\_\_\_

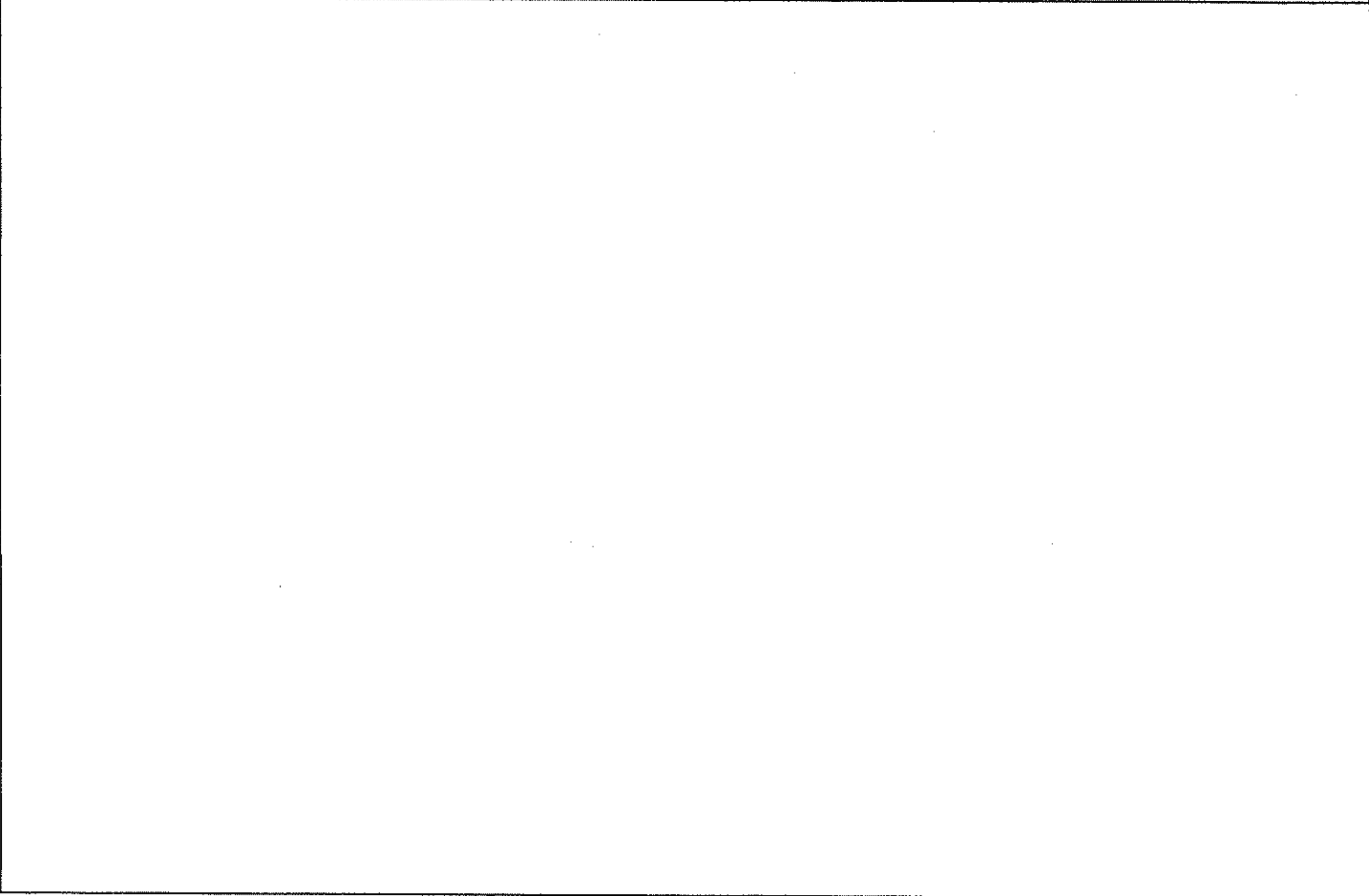
Seating Needed For \_\_\_\_\_

# of tables    \_\_\_\_\_ round    \_\_\_\_\_ rectangular

# of chairs    \_\_\_\_\_ round    \_\_\_\_\_ rectangular

Round tables seat 6 - 8

**SKETCH OF REQUESTED SET-UP**



**SPECIAL EQUIPMENT NEEDS**

Mic \_\_\_\_\_

Overhead Projector \_\_\_\_\_

TV/DVD \_\_\_\_\_

Piano \_\_\_\_\_

Easel \_\_\_\_\_

Other \_\_\_\_\_

White Board \_\_\_\_\_

\_\_\_\_\_

\*Sound System (for Power Point/projector presentation) \_\_\_\_\_

\*Sound System (for audio requiring more than one mic) \_\_\_\_\_

\*May require hiring of LCPC Tech Specialist (price to be determined by specific needs)

## **LAKE CITY PRESBYTERIAN CHURCH BUILDING USE AGREEMENT**

Welcome to Lake City Presbyterian Church. The purpose of this agreement is to outline a mutual understanding regarding the use of our facility. Please read this document carefully prior to signing.

### **Building Use**

- Use of the facility is limited to the area requested. Entrance to and exit from the building will be defined and limited by the space requested.
- Equipment needs must be approved by the church and requested at the time of application. This includes tables, chairs, audio/video, easels, whiteboards, projectors, etc. Any equipment supplied by outside vendors must be approved by the church.
- Smoking is not permitted inside the building, and per Washington State law within 25 feet of the facility. Please respect our facility and the property of our neighbors.
- Illegal substances are not permitted in the building or on the grounds.
- The use of alcohol is not permitted in the building or on the grounds.
- User is normally prohibited from attaching any items to ceiling, walls, or floor of any area in the church. Any exception to this policy must be approved in writing prior to the meeting/event.
- Rooms in the Christian Education wing have individual heating units. Heat will be set as needed by church staff prior to your meeting. Please follow posted instructions for making any adjustments to the temperature in the individual rooms.
- It is important that the security of the building be maintained. Access to the building must be limited to the entry or entries that were assigned during the user's orientation (in-person orientation required for first time users. By phone/email for repeat users as determined appropriate by Session.) In cases where a code or key is provided, it will only be given to one individual listed on the application. It is not to be shared with others. If the church determines that this agreement has been breached, the church reserves the right to decline further use of the facility.

### **Kitchen Use**

- Use of the kitchen requires a current food handler's permit issued by King County Department of Health and is subject to church Kitchen Use Policies. The church does not supply any linens, paper or plastic goods. Coffee and tea and the condiments required are not provided by the church. However, filters for the coffee maker are provided as they are a specific style and size. No other coffee filters are to be used. If only making coffee and tea, food handler's permit not required.
- User is required to remove all leftover food, decorations, tableware, etc. at the completion of the event. LCPC cannot store or be responsible for any items left and they will be disposed of.

### **Scheduling**

- Scheduling the use of the facility and equipment must be completed through the church office during business hours of 9:00AM - 4:00PM, Monday through Thursday, except holidays. Any changes to the application must be completed through the church office and must be made no later than three (3) church office business days before the event. Changes or additions to the facility and/or request of equipment cannot be made the day of your event, except in the case of a need deemed necessary by the church.
- Reservations for one-time use will not be accepted more than six (6) months in advance of the requested date.
- A reservation is confirmed when both the user and Lake City Presbyterian Church have signed the agreement.

### **Fees**

- Fellowship Hall \$50.00/hour (Includes kitchen use if requirements above (see Kitchen Use) are met.)
- Sanctuary \$50.00/hour
- Classrooms including Fireplace Room and Youth Room \$50.00 per room for up to 3 hours; \$50.00 each additional hour
- LCPC Event Staff \$250.00 per event
- Damage Deposit \$100.00. Should damages occur to LCPC property, user will be required to pay for all repairs and/or replacements in full. All spills, damages and accidents must be reported to the LCPC on-site event staff immediately. Any unused damage deposit will be refunded upon satisfactory inspection of the facilities.
- Fees are payable within ten (10) days of confirmation. If your event is cancelled and the church is notified within three (3) church business days of the event, fees will be refunded in full.

**Proof of Insurance**

•A copy of user's liability insurance policy coverage will be provided to the church at the time fees are paid.

**Liability:** The user shall hold Lake City Presbyterian Church and its agents harmless from all damages of every kind or nature whatsoever that may be claimed or accrue by reason of any accident upon, in or about the church premises, or from the user's use or occupation of the church premises and areas adjacent thereto, or caused by the acts or neglect of the user or any agent of the user and the church shall not be liable to the user or to any person for claims arising from any defect in the construction or present neglect of any user of the premises, or of any agent, or employee of the church. It is agreed that neither the church nor the church's agents shall be liable for the death or injury to any person in or about the premises, or for the loss of or damages to any property of the user or in the care of the user. Church property and premises includes the church parking areas.

I have read and understand this agreement.

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Signature

Date