



FACILITY USE APPLICATION & AGREEMENT

Please return to: Faith Community Church
240 Canal Dr. SE
Ocean Shores, WA 98569
or via email: faithcommunitychurchos@outlook.com

PLEASE READ BEFORE

COMPLETING

- Facility use must be within the general character and nature of the overall mission of the church and consistent with the Faith Community Church Statement of Faith.
- Smoking of any kind and consumption of alcohol is not allowed in the facility.

Party Requesting Venue _____
Description of event/facilityusage _____

Contact Person (if different from above) _____
Mailing Address _____
Phone # _____ Email: _____

Event Date(s) and Time(s) _____
Name of anyone connected to the event that is a member of FCC: _____

EVENT NEEDS (Please fill out details on the next page. Rates listed are per day.)

_____ Sanctuary \$250	_____ Just Grounds \$100	_____ Audiovisual \$50
_____ EB Center \$250	_____ Security \$50	_____ Kitchen \$50
_____ Classrooms \$100		

Damage Deposit _____ TOTAL FEES \$ _____

Deposits are due at the time of application. The total fees must be paid in full to the office one week prior to the date of use.

INSURANCE PROOF REQUIRED:

The user must provide evidence of adequate liability insurance in an amount no less than \$1,000,000. Documentation must name FCC as additional insured, with the coverage primary and non-contributing with any insurance carried by FCC.

HOLD HARMLESS CLAUSE: The user agrees to indemnify and hold harmless Faith Community Church and its appointed officials and employees while acting within the scope of their duties and such, from and against all claims, demands, loss or liability of any kind and character, including costs of defense arising out of or in any way connected with the user's use of the facility specified in this agreement.

User Signature

Date

QUESTIONS: Call the office at 360-289-2474. Have a blessed day!

MARK THINGS YOU ARE NEEDING US TO PROVIDE FOR YOUR EVENT:

SANCTUARY

- Round Tables/Chairs
- Table linens/centerpieces
- Sanctuary Chairs
- Tables for Displays
- Tables for Food
- Your decorations
- Use of stage
- Set up crew
- Tear down crew
- Other _____

EB CENTER

- WiFi Connection
- Projector/Screen
- Tables/chairs
- Refrigerators
- Set up crew
- Tear down crew
- Other _____

GROUNDS

- RV Hookup
- Lawn area
- Parking lot space
- Fire Pit
- Other _____

AUDIOVISUAL

- Microphone/Amp
- Play music
- Play a Slide Show
- WiFi connection
- Other _____

CLASSROOMS

- How many
- WiFi needed
- TV/DVD player
- For what use _____

KITCHEN

- Coffee/Tea/Water service
- Cake served
- You use ovens/griddle/stovetop
- Use food warmer
- Steam table
- Store your food in the fridge
- Bring your food to cook
- Church to provide food
- Paper plates, napkins, utensils
- Serving utensils for your food
- Your paper plates, etc.
- Clean up crew/dishwasher

OFFICE SUPPORT

- Copier
- Make/print handout for event
- Easel for placing picture
- Mobile whiteboard
- Preacher
- Other _____

NOTES:

General Usage Guidelines

The activity contact and associated group shall be responsible for any damages or additional services incurred relating to the group's activity. Generally, decorations shall not alter or damage the facility and shall not involve extensive prep time or movement of church property. Tacking, stapling, hanging, or taping decorations must be approved in advanced.

FCC maintains smoke-free and drug-free facilities, and the use of alcoholic beverages and smoking of anything in any device is not permitted.

Contact

A responsible adult person (18+ yrs) shall be designated as the contact. This person will be responsible for coordinating any needed decorations, and must be able to answer questions relating to setup, cleanup, and securing the facilities. This person is also responsible for ensuring the activities are confined to the area reserved, and that the activities do not interfere with other events. This person must also notify the office of any change in plans, and ensure the facilities are left in the same condition as received.

Building Access/Hours

Building access can be arranged during office hours (Mon - Fri, 9:00 AM – 3:00 PM). FCC will not provide keys to users but will provide access for the event. All activities must be adjourned by 10:30 PM unless otherwise arranged.

Equipment

Tables, chairs, lecterns, overhead projectors and coffee pots can be provided for any location. A/V systems (microphones/speakers/computers/sound board) must be operated by an FCC technician. An additional daily charge (see fee schedule) will apply. Other equipment may be available, and should be discussed with the Pastor.

Kitchen

Use of the kitchen facilities and equipment will require a designated FCC member of the kitchen staff to be present. An additional daily charge (see fee schedule) will apply.

Grounds

For events that are using the church grounds only, the organization scheduling the event will be required to arrange for scheduling, delivery and removal of portable sanitary services at its own cost. Access to the building or restrooms won't be provided.

Childcare/Nursery

FCC cannot provide child or nursery care during your event. All children must remain in your event room and be in the care of at least two adults at all times. FCC is a large facility and it is unsafe to allow children to wander or be unsupervised inside and out.