



First Christian Church (Disciples of Christ) Chico

Agreement for Use of Facilities

Name of Group:		Non-profit organization: Yes No	
Mailing Address:			
City:	State/Zip	Telephone:	
Name of Contact Person/Responsible Party:			
Work Phone:	Home Phone:	Cell Phone:	
Email Address:			
Date(s) of Activity:		Time of Use:	

Rooms Requested:

- | | | |
|---|---|--|
| <input type="checkbox"/> Koinonia Hall | <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Fireside Room |
| <input type="checkbox"/> Stage | <input type="checkbox"/> Sound System | <input type="checkbox"/> Pantry |
| <input type="checkbox"/> Sound System | | |
| <input type="checkbox"/> Library | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Other |
| <input type="checkbox"/> Classroom(s) No. _____ | <input type="checkbox"/> Dishwasher* | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> Ovens (Number needed? 1, 2, or 3?) | |

***If the use of the dishwasher is requested, the church office needs *to be notified as soon as possible*. Facility will be furnished “as is” unless requests for furniture and/or equipment are indicated below.**

Equipment needed: _____

All of the Following Must be Answered:

For what purpose will the facility be used? _____
 Type of group: Adult Student
 Will admission, fees, or donations be collected? Yes No
 If yes, for what purpose will the proceeds be used? _____

I/We hereby certify that I/We shall be personally responsible, on behalf of said organization, for any damage sustained by the church premises, furniture, or equipment because of the occupancy of said premises. I/We have read, understood, and agree to abide by and enforce the Facility Use Guidelines governing the use of church facilities, and I/We verify that I/We have received a copy of these guidelines. I/We agree to defend, hold harmless, and indemnify the First Christian Church for every claim and demand, whether for personal injuries, property damage, or otherwise, which may be made by any person or entity, including members of said organization, which may arise, either directly or indirectly, out of the use of this facility.

Effective May 11, 2004:

All outside groups using the church facilities are required to provide a **Certificate of Insurance** naming First Christian Church as “Additional Insured” and giving evidence of \$1,000,000 liability. (Date Received: _____)

We require one of our custodians to be on the premises for all facility usage.

Print Name _____ Signature _____

Date of Application _____ Approved by: _____



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Facility Usage Guidelines

The First Christian Church wishes to establish an ongoing and constructive relationship between groups using our church facility. We wish to maintain our facilities in the best possible condition so that all groups will receive maximum benefit. To preserve the useful life of the facilities and to conserve the natural resources used to heat, cool, and light the building, the following guidelines **must** be followed:

1. **Alcoholic beverages are permitted on the premises only when you:**
 - a. **Provide proof of a Special Temporary License from the Alcoholic Beverage Control**
 - b. **Provide proof that you will have a Certified RBS server present whenever alcohol is on the premises.**
2. **No smoking is permitted within any part of the building, nor 20 feet of any exit.**
 - a. **You are responsible for:**
 - i. Providing containers for ashes/butts for anyone smoking outside of the building.
 - ii. **Making sure there is no smoking evidence left on the premises.**
3. Doors must remain closed to avoid loss of heat or cooling.
 - a. **You are responsible for:**
 - i. Turning off all lights in rooms not in use.
 - ii. Turning off all lights and locking all doors when your group leaves.
4. All rooms utilized by your group will be left clean and orderly.
 - a. **You are responsible for:**
 - i. Cleaning up any debris on the floor.
 - ii. Immediately cleaning up any spillage on floors, tables, countertops, etc. **If stains result from spillage, you are responsible for the cost of professionally cleaning the stain.**
 - iii. Putting all trash in wastebaskets/trash cans in the room.
5. A deposit of \$150.00 is **required at the time the reservation is made.** (Deposit, or balance thereof, will be refunded after the event is over and the facility has been checked for cleanliness and damage. **Verbal checking of the date does not constitute posting to the church calendar.** If another organization requests the same date, completes paperwork, and provides a deposit, their activity will be posted to the calendar.
 - a. Events that generate an unusual level of mess beyond the standard cleanup expectations will incur an additional custodial fee.
 - b. **You are responsible for paying** for the repair of any damage to the building, furniture, or fixtures that exceeds the deposit.
6. A contact person must be designated to coordinate with our church office during our regular office hours (8 a.m. – 2:30 p.m., Monday through Friday).
 - a. **You are responsible for:**
 - i. Completing all required forms and providing a certificate of insurance liability.
 - ii. Secure any keys that might be needed and return them within 2 business days of the activity. (Lost key forfeits entire deposit and may also incur additional charges if re-keying is more than \$150.00 given as deposit.)
 - iii. Informing the church office immediately of any changes in your plans. **Cancellations made within a week before the event will forfeit the \$150.00 deposit,** as our custodial staff will have been used to prepare the room(s) for you.
7. Decorations used for walls and tabletops must be flame-retardant or flame-resistant to meet fire code requirements. The only adhesive allowed in Koinonia Hall is painter's tape (this includes the floors and the stage). Push-pins and tacks can be used on the special tack-board on the walls of Koinonia Hall. **Absolutely no glitter, rice, confetti, or similar materials are allowed.**
8. Use of the kitchen **does not include** the use of consumable supplies
 - a. **You are responsible for:**
 - i. Providing all paper plates, napkins, cups, etc. (We will supply garbage bags and cleaning supplies.)
 - ii. Providing all beverages (coffee, tea, punch, etc.). (We will provide ice with sufficient notice so that our ice machine can be turned on for a fresh supply of ice cubes.)

- iii. If a professional caterer is used, the caterer must agree to cover all damages to facilities or kitchen equipment. (The Church will provide serving utensils, pots, pans, etc., such as we have available. Anything not available will need to be provided by the caterer or other vendor.)
9. The Koinonia Hall stage is not to be used for any activity without prior authorization.
 10. Children must be supervised at all times.
 - a. **You are responsible for** making sure children are not alone (unsupervised in an adequate manner) in any room of the facility, or any other place on the grounds. Usage of the facility does not automatically imply usage of the playground. Separate authorization for playground access is required, and adult supervision must be maintained at all times. There is not necessarily an extra fee to use the playground, but it is a safety/liability issue that must be considered.
 11. Telephone and/or office equipment usage:
 - a. **You are responsible for:**
 - i. Providing your attendees and our church office with a cell phone number. Our facility does not allow communication between rooms.
 - ii. Coming prepared with any and all materials you will need. Office equipment, such as a copy machine or a computer, is not available for use.
 12. Use of the sound system requires prior authorization.
 - a. **You are responsible for:**
 - i. Making arrangements for and receiving instruction for the sound system in Koinonia Hall.
 - ii. The Sanctuary system is **only available** through one of our technicians and is charged separately.
 13. Provide a setup diagram to the church office.
 - a. **You are responsible for:**
 - i. Completing the setup diagram and returning it to the church office no less than 1 week before the date of your event. Verbal instructions do not constitute set-up instructions.
 - ii. Ensuring tables are not moved and being cautious when sliding or dragging items over the floors (they scratch easily). Garbage cans and ice chests should be picked up and carried, **not slid or dragged. Moving church owned tables is a custodial task only.**
 - iii. **When using rented tables, please ensure the proper use of hand trucks, dollies, and furniture pads to prevent floor damage.**
 14. By using the First Christian Church facility, with full knowledge of the risks involved, I hereby release, waive, discharge First Christian Church Chico, its board, officers, independent contractors, affiliates, employees, representatives, successors, and assigns from any and all liabilities, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by me or my group related to COVID-19 while participating in any activity while in, on, or around the premises or while using the facilities that may lead to unintentional exposure or harm due to COVID-19. I agree to indemnify, defend, and hold harmless First Christian Church Chico from and against any and all costs, expenses, damages, lawsuits, and/or liabilities or claims arising whether directly or indirectly from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19. I am aware that everyone using the church facility must follow all restrictions /regulations/guidelines from the CDC, the State of California, and Butte County, including the state masking guidelines.

Date: _____ Signature of Responsible Party: _____

Failure to abide by these guidelines may result in the denial of future requests to use our facility. We reserve the right to present a request to comply or quit for any violation of these facility guidelines.

I have read the Facility Usage Guidelines and agree to honor these guidelines.

Date: _____ Signature of Responsible Party: _____



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Room Set Up Diagram

Please indicate the placement of tables and any other equipment to be used. **Failure to do so will result in the room not being set up for your configuration, but rather in our standard meeting or banquet configuration.** Room Set Up Diagrams must be returned to the Church Office no later than one week before the event. *Modifications requested less than seven (7) days before an event may not be possible, and any additional custodial hours will incur an additional charge.*

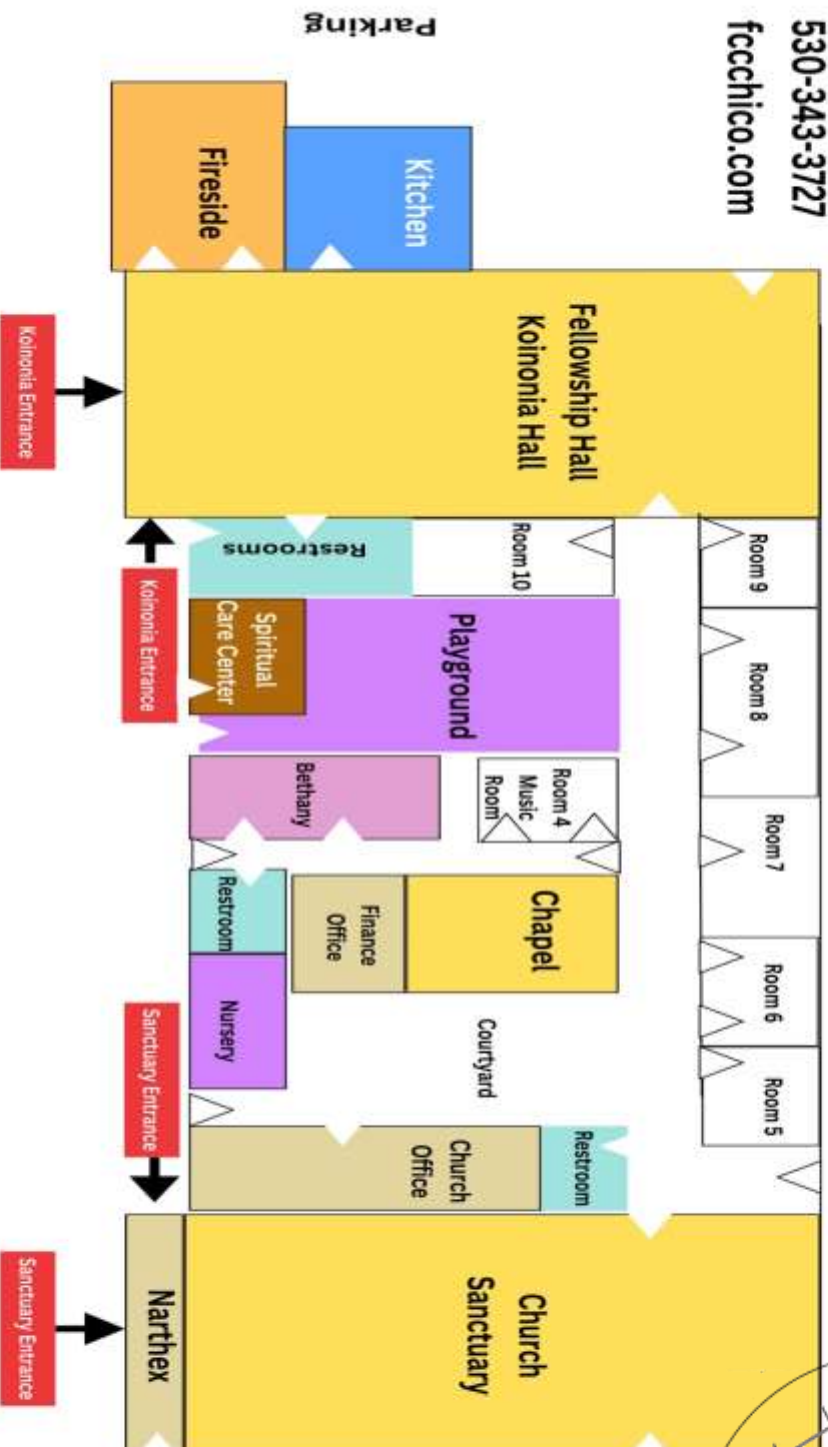
First Christian Church Chico

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Chico CA 95926

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fccchico.com



Parking

Parking

Parking Lot

E. Washington Ave.