

# Application/Agreement for Use of Facilities First Christian Church, Chico

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:	
Person Receiving Key(s):		Key No.	Date: Returned:
Date Deposit Received:	Check #:	Total Fees:	Date Paid:
Custodian:	Hours Required:	Facility Clean: Yes No	Deposit Returned:

## Rooms Requested:

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

**\*If the use of the dishwasher is requested, the church office needs *notice 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 verify that I/We have received a copy of said 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 be on the premises for all facility usages.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Date of Application \_\_\_\_\_ Approved by: \_\_\_\_\_