

Encinitas Beach Chapel

Facilities Use Policies & Forms Package

Included:

- Application for Use of Church Facilities
- Worksheet for Assessing Event & Facility-Use Fees
- Hold Harmless Agreement
- Key-Deposit Policy
- Facility Use Policy - Nonchurch (Policies and Regulations Regarding Use of Church Facilities by Nonchurch Groups)

Application for Use of Church Facilities

Name of Group: _____

Date of Application: _____

Single Event Description of Event: _____

Recurring use of specific room(s)/area(s) for regularly scheduled program

Co-use of most/all church facilities (with terms to be determined)

Times Facilities Required:

Start: _____ a.m./p.m. End: _____ a.m/p.m.

(Circle) Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Specific Date(s) Required: _____

Contact Person: _____ Phone #: _____

If there is a member of Encinitas Beach Chapel (EBC) who is also a member or associate of the applying group and who will accept responsibility for directing the proper use for the facilities, please list.

Church Member: _____ Phone #: _____

Is childcare at EBC requested during the event(s)? YES NO

The applicant and the individual executing this application hereby waive any and all claims, demands, and causes of action that they may have against Encinitas Beach Chapel as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless Encinitas Beach Chapel and its officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of the church property by the applicant group and its members, guests, employees, and agents pursuant to this application. Further, the user group may be asked to provide a certificate of liability insurance in favor of Encinitas Beach Chapel.

We have read and agree to comply with the "Policies and Regulations Regarding Use of Church Facilities by Nonchurch Groups."*

Signature of Applicant

Printed Name of Applicant

Address: _____

Phone #: _____

For Office Use Only

Approved: YES NO Date of Approval: _____

Room(s)/Area(s) to be used: _____

Donations/Fees Paid: \$ _____ Receipt No.: _____

Note: Copy to be given to applicant after approval. Original application to be retained in the church files.

* The term "nonchurch group" refers to any group not sponsored by or related to Encinitas Beach Chapel.

Worksheet for Assessing Event & Facility-Use Fees

- “*Single Event*” is one event a year.
- “*Recurring Use*” is for specific room(s)/area(s) more than once a year for regularly scheduled programs or activities.
- “*Co-use*” is for long-term, joint use of the facilities, equipment, and grounds between EBC and another approved group.
- Total fee determined by size of group and frequency of use.

	Room	Fee
<input type="checkbox"/>	Sanctuary	\$500
<input type="checkbox"/>	Outside Patio	\$200
<input type="checkbox"/>	Custodial Fee (required)	\$100
<input type="checkbox"/>	Media Technician (optional)	\$150
<input type="checkbox"/>	Kitchen	\$50
<input type="checkbox"/>	Nursery	\$35
<input type="checkbox"/>	Classroom/Meeting Room: Prayer	\$50
<input type="checkbox"/>	Classroom/Meeting Room: Fellowship Hall	\$50
<input type="checkbox"/>	Classroom/Meeting Room: Sunday School	\$50
<input type="checkbox"/>	Any Classroom	\$35
<input type="checkbox"/>	Chuppah	\$100
<input type="checkbox"/>	Officiating	\$200
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
	Total	\$

The church facility is available at no charge to members and their immediate families for funerals and family celebrations, such as anniversaries. However, a custodial fee and media technician fee (if applicable) are required from all user groups. Requests for such usage should be made following reservation procedures, as stated in this policy document.

All fees are for usage up to four (4) hours. After four (4) hours, an additional fee of \$100 per hour is charged for use of the sanctuary and outside patio.

A \$100 deposit is required at the time of booking in order to confirm reservation, with the remaining balance to be paid in full no later than one week prior to the event.

At the inception of the use of facilities, a key deposit of \$40 will be paid per key. When a group terminates use of the facilities and all keys are returned, all deposits paid for keys will be returned. If the user group fails to return keys, the deposit shall be kept and transferred into the church general funds.

Signature of EBC Administrator

Date

Hold Harmless Agreement

I/We, the undersigned, in consideration of being allowed to use the property and facilities of Encinitas Beach Chapel in Encinitas, California, do agree to hold the said church, its agents, members and employees harmless from any damages or injuries resulting at any time, heretofore or hereafter, from the usage of said property and facilities.

Executed on this _____ day of _____, 20_____

Signature of Applicant

Printed Name of Applicant

On Behalf of/Organization

Key-Deposit Policy

All nonchurch groups or individuals who are issued a key for use of facilities at Encinitas Beach Chapel are required to provide a key deposit. Deposits must be paid no less than two business days before use of the facilities shall begin.

A deposit of \$40 per key must be made. When keys are returned, all deposits will be refunded.

Key(s) accepted by: _____
Signature

Printed Name

Date: _____

Signature of EBC Administrator: _____

Number of Keys Issued: 1 2 3 Other: _____

Date Deposit Received: _____

Date Deposit Refunded: _____

Facility Use Policy - Nonchurch Groups

Policies and Regulations Regarding Use of Church Facilities by Nonchurch Groups

POLICIES

Encinitas Beach Chapel recognizes that providing its physical facilities in support of other compatible Christian organizations and programs can increase our outreach and ministry in service to God and our community. At the same time, it is necessary that such use of facilities and equipment be controlled in the best interest of the church. The intent of this statement is to establish consistent requirements for nonchurch group use of our church facilities.

All nonchurch groups (any group not sponsored by or related to Encinitas Beach Chapel) desiring to use church facilities must confirm acceptance of the terms herein specified. All required application forms must be completed and approved by the church. Further, all key deposits, fees, etc. must be paid not less than one week before use of the facilities shall begin. An exception to this timeline is use of the facilities on a recurring or co-use basis, for which payment of fees is due on the 1st of each month. Payment of fees or donations for use of our facilities may be paid in cash or by check. If a check is used, it shall be made out to Encinitas Beach Chapel. Renewal of permission to use stated church facilities depends, in part, on satisfactory compliance with requirements during the previous period of use. Groups that use the facilities on a year-round basis must renew their application on each January 1st.

The General Board of the Congregation of Encinitas Beach Chapel reserves the right to accept or deny requests for use of church facilities and to cancel or modify established agreements in the church's best interest regarding property management, requirements for use of the facilities for church activities (*which shall always have priority*), and church relationships with governmental regulations.

Requests for use of the facilities and/or equipment are to be processed through the church office. Requests will be honored on a first-come, first-served basis as recorded on the church calendar. Reservations will be held for seven (7) calendar days, at which time any fees due must be paid. If the fees are not paid within seven (7) days, the reservation is not considered firm and may be superseded. Regularly scheduled activities of Encinitas Beach Chapel have priority over all other requests.

TERMS

The terms "single event," "recurring use," and "co-use" are used throughout this policy package. "*Single event*" is defined as one event a year. "*Recurring use*" is defined as use of specific room(s)/area(s) more than once a year for regularly scheduled programs or activities. "*Co-use*" is joint use of the facilities, equipment, grounds, etc. between EBC and another approved group.

REGULATIONS (updated March 8, 2012)

1. All persons and groups desiring use of the church facilities and/or equipment for purposes that are not church related must sign an agreement with Encinitas Beach Chapel. The agreement acknowledges the group's intent to abide by these policies and to accept responsibility for any damages to the facilities and/or equipment.
2. The using group must be an organization whose purposes and activities contribute to the welfare of the congregation. Further, the using group's practices and beliefs must be compatible with the practices and beliefs of Encinitas Beach Chapel.
3. The objectives of the using group and the activities conducted on church property must not be in conflict with the mission of this church.
4. Unless specific exception to this rule has been granted in writing by the governing body of the church, outside groups using church property or facilities may not charge a fee or receive monetary remuneration for services rendered on church property, except to defray:
 - a.) Church usage fees
 - b.) Instructional expenses for materials and leadership
 - c.) Organizational dues or assessments to meet group operating expenses.
5. Alcoholic beverages, liquors, or other non-physician-prescribed drugs will not be permitted on church property at any time.
6. No food or beverages are permitted in the sanctuary with the exception of water.
7. Food and beverages, including water, are absolutely prohibited in the sound booth.
8. Smoking will not be permitted inside any church building.
9. Decorations used must be flameproof and shall not be attached to fixed portions of the facilities without specific approval. The facility may not be permanently decorated using any signs, symbols, ect. except as specifically approved by the Encinitas Beach Chapel Administrator. However, floral arrangements may be used. Decorations must not damage the facilities or furnishings in any way. The user group must remove all decorations when finished using the facilities. Rice is not permitted for weddings.
10. Candles are not permitted unless for ceremonial use. If used, lit candles must be "drip-less" and must not be placed on the sound booth. Lit candles must be placed on a plate or in a holder.
11. Building use hours are 6:30 am to 10:00 pm. Evening events will be concluded and the building closed by 10:00 pm, unless special arrangements have been made.
12. User group will be responsible for leaving the facilities in a condition that is comfortable for the next using group. For example, all furniture and equipment must be returned in its customary position, the kitchen left in clean condition, dishes washed and put away, floors swept, waste baskets emptied into the outside commercial trash bin, etc.
13. The using group shall be held responsible for all loss or damage to church property during periods when they are using the facilities.

14. No facilities, equipment, furniture, or kitchen items shall be added, modified, loaned out, moved, or removed without prior approval from the Encinitas Beach Chapel Administrator.
15. At no time shall equipment or facilities other than those covered by prior approval be used.
16. Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injuries resulting from user-group activities.
17. Youth groups using the facility and/or equipment must have adequate adult supervision. All children on church property must be under adult supervision.
18. Use of sound booth and media equipment is permitted only under the supervision of persons authorized by Encinitas Beach Chapel. If a group has a long-term agreement for use of the church facilities, arrangements may be made for training select individuals. Only after proper training will select individuals be authorized to operate the sound system.
19. At the inception of the use of facilities, a key deposit of \$40 will be paid per key. When a group terminates use of the facilities and all keys are returned, all deposits paid for keys will be returned. If the user group fails to return keys, the deposit shall be kept and transferred into the church general funds.
20. User groups with a long-term, co-use agreement will be given training by an EBC representative on how to properly open, close and secure the facilities.

FEES

All persons/groups approved for use of church facilities are required to pay applicable fees, as stated in this policy package. Any discount or waiver granted represents an assumption of these fees by EBC in support of the activities of the user group.

The church facility is available at no charge to members and their immediate families for funerals and family celebrations, such as anniversaries. However, a custodial fee and media technician fee (if applicable) are required from all user groups. Requests for such usage should be made following reservation procedures, as stated in this policy document.

All fees are for usage up to four (4) hours. After four (4) hours, an additional fee of \$100 per hour is charged for use of the sanctuary/fellowship hall and outside patio.

A \$100 deposit is required at the time of booking in order to confirm reservation, with the remaining balance to be paid in full no later than one week prior to the event.

Current facility-use fees are stated in the "Worksheet for Assessing Event & Facility-Use Fees," found in this package.

If further information or clarification is needed, individuals should contact the church administrator at Encinitas Beach Chapel. The church office phone number is (760) 942-4900.