The Episcopal Church of St. John the Baptist
125 Canterbury Drive, Aptos, CA 95003
Phone: (831) 708-2278
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FACILITIES USE PERMIT

Date of the event: _____ Arrival/ Set-up time _____ Event start time_____

Event ending time: _____ Leave/ Out time (after clean-up) _____

Name of the Applicant/Organization: _____

Business License # or Non-Profit ID #: _____

Street Address: _____

City, State, Zip_____

Names of responsible Persons: (Additional Names on back)

Name: _____ e-mail: _____

Phone: Home: _____ Work: _____ Cell: _____

Name: _____ e-mail: _____

Phone: Home: _____ Work: _____ Cell: _____

Description of the event: _____

_____

_____

Number expected to attend the event: _____

Will admission be charged? Yes ___ No ___ Will alcohol be served? Yes ___ No ___

What items if any will be sold? _____

Setup or equipment required? Yes ___ No ___ What is needed? _____

What equipment if any are you bringing into the facility? _____

_____

Spaces to be used for the event: Check all that will be used:

___ Youth Center ___ Café ___ Sanctuary ___ Kitchen ___ Deck/Grass Area ___ Parking Lot

_____ Nursery If childcare will be offered, who is the provider? Name: _____

Phone Number: _____ License: _____

_____It is understood and agreed that the applicant assumes all risk for loss, damage, liability, injury, cost or expense that may arise during, or be caused in any way by such use or occupancy of the facilities of the Episcopal Church of St. John the Baptist, hereafter referred to as "the Church"; that applicant further agrees that, in consideration of being permitted to use said facilities, he/she will save and hold said church, its officers, directors, employees, agents and volunteers free and harmless of injuries to persons and property, including without limitation of any applicant's members, guests, invitees, agents, or employees that in any way may be caused by applicants use or occupancy of said facilities.

_____I, the undersigned, hereby certify that I will be responsible on behalf of the applicant for any damage sustained to the grounds, buildings, furniture or equipment occurring through the occupancy of said facilities by the applicant.

_____I, the undersigned, will pay to the County of Santa Cruz and any other taxing authority the entertainment and or business tax for the above event if any, and will hold the Episcopal Church of St. John the Baptist of Aptos, its officers, directors, employees, agents and volunteers free from any and all tax liability.

_____**Applicant will provide a "date specific" certificate of liability insurance in the amount of one million dollars ($1,000,000) general liability, naming the Episcopal Church of St John the Baptist of Aptos, its officers, directors, employees, agents and volunteers as additional insured. The certificate must be received no later than one week prior to the event. Applicant agrees to comply with the terms and conditions in the Policies & Procedures section which are part of the agreement.**

Print Full Name of Applicant:_____

Signature of Applicant: **Date:**

CHURCH USE ONLY

Approved by Rector: _____**Date:** _____

Suggested Donation: _____ Deposits: _____

Date Due: _____ Date Paid:_____

Youth Center: _____

Café: _____

Kitchen: _____

Sanctuary: _____

Deck/Grass: _____

Parking Lot: _____

Nursery: _____

POLICIES & PROCEDURES

The use of our facilities is subject to the following terms & conditions. Please initial your agreement. To confirm a date a *contract, deposit, proof of insurance* and signed & initialed *policies & procedures sheet* must be received by the due date indicated on the contract and no later than one week before the event.

1. _____ An approved Facilities Use Agreement/Contract is required for all groups and must be in the possession of the applicant or representative at the event.

2. _____ Permission to use the Church facilities will be granted to adults only.

3. _____ The right to revoke permission or use of a facility at any time is retained by the Church.

4. _____ The Church may terminate any event for the safety of the public, for protection of property, or due to any violation of rules and regulations of the County of Santa Cruz or this contract, or if deemed necessary in the public interest. No liability will be incurred by the Church, its officers, directors, employees, agents or volunteers, by reason of such termination, and no rebates or refunds of donations or deposits will be made solely because of such termination.

5. _____ Attendance will be limited to the Occupancy Load of the facility as established by the La Selva Fire Protection District or as determined by the Santa Cruz Sheriff Department.

6. _____ If the event involves any type of performance, such as music, poetry reading, etc., the applicant warrants and represents to the Church that the use of the facility will not result in any infringement of any right protected under Title 17 of the United States Code (Copyrights) and that applicant will be solely responsible for the content of any performance at the facility. Applicant further agrees to assume the defense and indemnify and hold harmless the Church, its officers, directors, employees, agents and volunteers from every expense, liability or payment including attorney fees by reason of any claimed infringement of any rights protected under Title 17 of the US Code.

7. _____ Entrance to the facility is allowed at the time specified on the approved application and users are also expected to leave at the time specified. The specific times include time necessary to prepare for the activity and clean-up time by the user.

8. _____ If childcare is to be provided at the event (use of nursery), the childcare provider must be licensed or our own church personnel (from an approved list) may be engaged for the event.

9. _____ Publicity relating to an event of any type at the church may not be released or used until this agreement/contract is signed by both parties.

10. ____ Only fire-proof and fire-retardant materials may be used in decorations, and at no time shall exits be covered or obstructed under any circumstances. The use of candles must be in compliance with local fire authority regulations.

11. ____ Applicants may not drive any nails, screws, tacks, pins or other objects into the floors, walls, ceilings, partitions, doors, door or window casings, or wood work of the facility, or make any other alterations therein except as may be authorized in writing by the church. Blue masking tape may be used on wood and metal surfaces.

12. ____ No shrubbery or trees on the property are to be removed, cut, trimmed or injured.

13. ____ When using the Sanctuary, the altar will be kept somewhere along the central axis of the room and may not be used as a serving surface. The altar, baptismal font and other holy items may not be removed from the room**. Any furniture or items moved for the setup of an event will returned to the same arrangement it was found.**

14. _____ Please do **NOT** put anything on top of the piano. Do not move it off of the platform. Make sure that hands are washed before playing instruments. Replace piano cover before you leave. Please report any issue with the maintenance or tuning of the instruments as soon as possible.

15. ____ State laws on alcoholic beverages prevail.

16. ____ No smoking is permitted in any church building or on walkways and gardens around the building.

17. ____ Applicant agrees to secure and display at the event any additional city or county permits which may be required.

18. ____ The Church officers and employees and other duly authorized representatives of the Church may enter the facility and all parts thereof at any and all times during the scheduled event.

19. ____ Groups shall leave all facilities in a clean and orderly condition. The user will pay for any loss or damage without limit. The Security Deposit will be returned after the premises are found to be clean and in good order. Otherwise, the cost of cleaning and repair will be deducted from the deposit. (Cleaning supplies, brooms, mops etc. are located in the kitchen utility closet.)

20. ____ Please, follow explicitly the procedural steps posted for operating the gas stove/oven.

21. ____ As there are no garbage disposals in the sinks (S.C. County ruling), please put all garbage in the trash. Remove the trash bags to the grey bins and the recycle to the blue bins. Please reline containers.

22. ____ Before leaving, turn off all appliances, faucets and lights; close windows, refrigerator & freezer; and lock and check all doors. A checklist is provided below:

Before you leave, please

_____Wipe off all counter tops
_____ Remove trash and recyclables to bins provided.
_____ Re-line trash containers with plastic bags.
_____ Sweep and or mop floors as needed.
_____ Check that all furniture moved for an event has been returned to its original position.
_____ Close all windows and doors; turn off faucets, and shut the refrigerator
_____ Turn off lights, fans, ovens, warming oven
_____ Lock and check all doors

THANK YOU