

Faith Episcopal Church

2200 Country Club Dr. Cameron Park, CA 95682

530-676-5348 faithec@faithec.org

FACILITIES USE APPLICATION INSTRUCTIONS

We are pleased you are considering using our facility for your event. In order to officially secure the date and time for your event, you will need to complete our facility use application and review and sign the “Facilities Use Guidelines” agreement.

The completed packet must be returned, to the church office, no later than 30 days prior to the event. However, to guarantee your preferred date and time, we recommend you turn in the completed packet 60 days before the event or as soon as you finalize the date and time.

INSTRUCTIONS

Name: This is the person or group sponsoring and responsible for the event.

Contact Information: Please make sure this information is current and accurate in case we need to communicate with your contact person about the event.

Type of Event: It is important for us to know the type of event so we can plan accordingly. For instance; is it a banquet, a concert, meeting, conference, wedding, etc.

Date or dates of the event: This is your preferred date and time for the event.

Estimated attendance: This information is critical to ensure we place your event in the most appropriate room(s)

Time of Event: This should include allowing for any set-up/prep and take down/clean-up.

Person Responsible for Clean-up is just that. The named person will be responsible for ensuring the areas used, within the church, are cleaned up and straightened. Areas must be restored to original or satisfactory condition (as determined by FEC staff)

Faith Church Liaison: This is the member of Faith church who has volunteered to sponsor and assist with the event.

Areas to be reserved: Please check all areas you will need for your event. If you have questions, please contact the church office at 530-676-5348.

Services Needed: Please indicate what services you may need for your event. If you need to use our sound and/or video systems you must use one of our technicians (subject to their availability)

Equipment Needed: Please identify any church equipment you will need for your event.

Insurance: As a condition of using our facility you must purchase a Certificate of Liability Insurance for Commercial General Liability valued at \$1,000,000. A copy of the insurance certificate must accompany the packet when turned into the church office.

Facilities Use Guidelines Agreement: Please carefully review, initial, and sign the agreement acknowledging your understanding and agreement to follow said guidelines.

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Office Use
Form ret'd _____
Fee rec'd _____

Facilities Use Agreement

Name of Group/Organization: _____

Contact: _____ Phone: _____

Address: _____

E-mail: _____ Cell phone: _____

Type of Event: _____

Date of Event:: _____ Estimated Number of People: _____
(for a Recurring Event, attach a calendar)

Time for event *set-up* _____ Time event begins: _____

Time *clean-up to be completed*: _____ Time event ends: _____

Person responsible for clean-up: _____
(include contact information if not event contact person)

Name of Faith Church Liaison : _____ Key: Yes No
(required for all non-church-sponsored events)

Areas reserved must be restored to original or satisfactory condition (as determined by FEC staff)

Room/Area reserved:

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Worship area (capacity 500) | |
| <input type="checkbox"/> Big Room A B C D (circle one or more - capacity is 20 each or 80 for all) | |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Preschool |
| <input type="checkbox"/> Library (capacity 16) | <input type="checkbox"/> Rotunda |
| <input type="checkbox"/> Nursery | <input type="checkbox"/> Patios |

Services needed (event approval subject to availability):

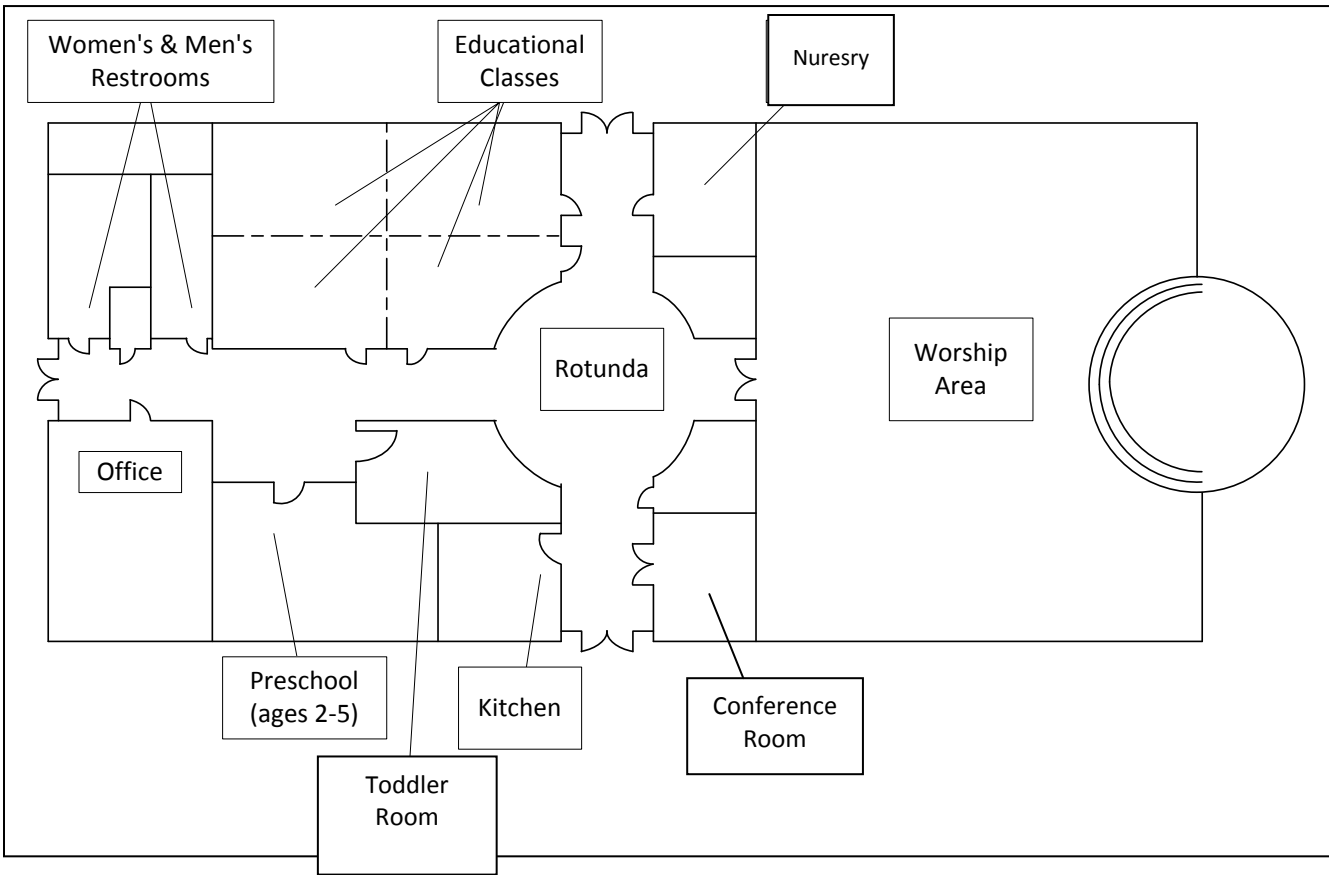
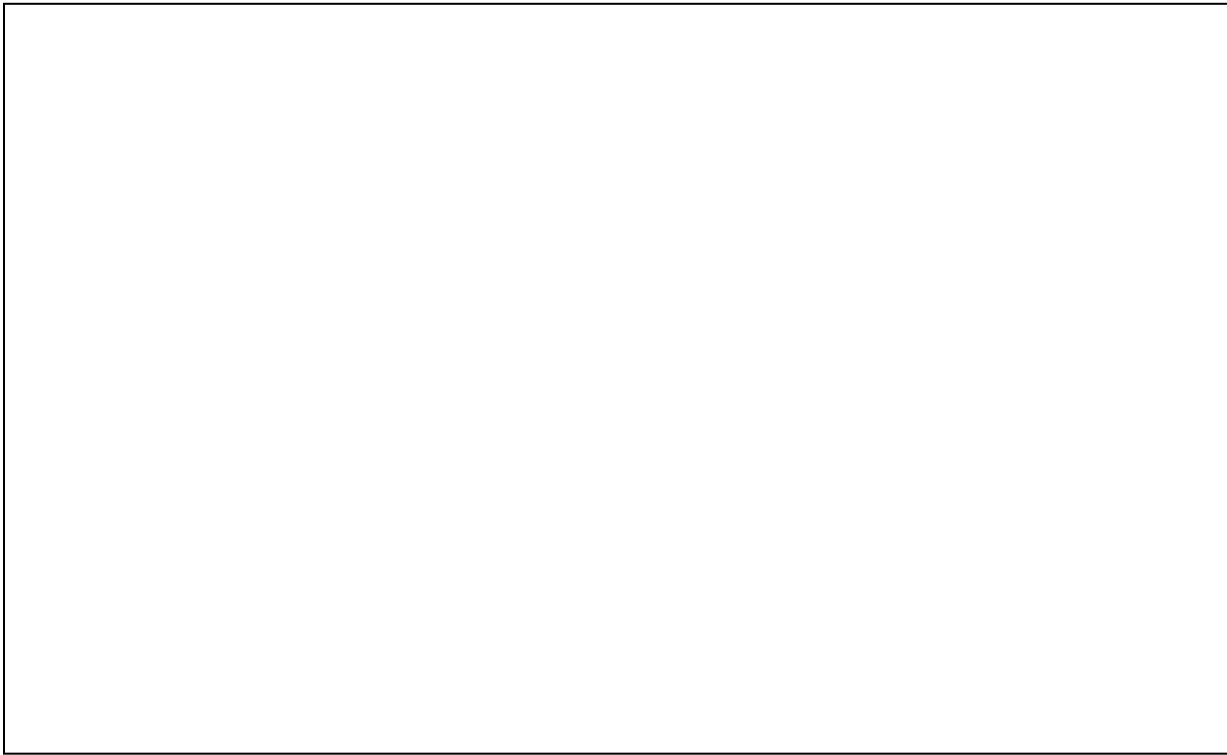
- | | |
|---|--|
| <input type="checkbox"/> Sound technician | <input type="checkbox"/> Kitchen liaison |
| <input type="checkbox"/> Video technician | <input type="checkbox"/> Clergy: _____ |
| <input type="checkbox"/> Altar Guild | |

Equipment needed:

- | | |
|---|---|
| <input type="checkbox"/> Tables | <input type="checkbox"/> Paper Easel |
| # _____ round (seat 8-10) (max 17) | <input type="checkbox"/> Whiteboard easel |
| # _____ std. 30x72 or 30x96 (max. 8) | <input type="checkbox"/> Portable screen |
| # _____ narrow 18"x72" (max 4) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Chairs # _____ (max 500) | In Worship Area Only: |
| <input type="checkbox"/> DVD player | <input type="checkbox"/> Sound system |
| <input type="checkbox"/> Podium | <input type="checkbox"/> Screens & Video system |
- (FEC technicians required)

We make every attempt to accommodate your need for these items, but are unable to guarantee their availability until after your reservation is confirmed.

Please draw a diagram of how you will set up the room (i.e. chairs in rows, circle, table placement, number of chairs per table, etc.) Use another piece of paper if you are using more than 1 room.



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Facilities Use Guidelines Agreement

Please carefully read and initial each item below acknowledging your understanding and agreement to follow these guidelines. Additionally please sign and date the bottom of this form.

I agree that at all times the group will be properly supervised by a responsible adult leader. _____

I agree that the group will only use those parts of the building reserved by this agreement. _____

I agree that children will be supervised by an adult at all times and will be permitted only in rooms which have been reserved by this agreement. _____

I understand any damage done by the group must be repaired at the user's expense to the satisfaction of Faith Church. _____

I agree that no signs will be posted inside or outside without prior approval by Faith Church. _____

I agree that no push pins, tacks, etc. will be used to hang decorations. You may only use 3M Command Mounting Strips. _____

I will ensure that my group understands that illegal drugs are not permitted anywhere on church property. No smoking is permitted in the building. I will ensure that those who smoke outdoors leave the area clean and tidy.

I understand that alcoholic beverages (beer and wine only) are permitted only with prior permission and after proof of insurance requirements are met. If these beverages are served, I will insure all who consume them are of age. _____

I understand that no glitter or confetti are permitted to be used. _____

I understand that the church does not have a public telephone available. _____

I understand that Faith Episcopal Church will not be responsible for personal injury to those using its facilities if such injuries are due to guests' carelessness nor is the church responsible for personal property loss or damage.

I agree to notify Faith Church's Parish Administrator faithec@faithec.org in writing if I am no longer the responsible representative of this group or if any of the scheduling information on this form changes. _____

I understand that the church reserves the right to relocate our event without prior notice, (although every attempt will be made to give as much advance notice as possible.) _____

If not a function sponsored by Faith Church, I will provide Faith Church with a Certificate of Insurance, listing the church as an "additional insured" for the date of the event. _____

I understand that failure to comply with the above stated conditions may result in forfeiture of further usage of Faith Episcopal Church facilities. _____

For events *not* sponsored by Faith Church, I understand that there is an expense reimbursement of \$___400___ to be paid in full before _____ (date).

Signature of authorized representative

Date

Signature of Faith Episcopal Church staff representative

Date

Signature of Faith Church Liaison

Date