**Community Congregational Church**

*United Church of Christ*

276 F Street - Chula Vista, CA 91910

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**Building Use Guidelines for Use by Outside Guest Groups**

 **PROCESSING OF APPLICATION**

1. Application for use of facility must be made at least two (2) weeks in advance of the date of the function.
2. Applications will not be accepted earlier than one (1) year prior to the event.
3. The applicant whose name appears on the Facility Use Agreement will be held responsible for group use. Applicant must be at least 21 years of age and be present at the facility throughout the entire event.
4. The application will be processed and suggested donations negotiated.
5. The date will be reserved when the deposit is paid in full. Personal check payments are to be made payable to **Community Congregational Church**.
6. A completed **Indemnity to Hold Harmless Agreement** and **Certification of Liability Insurance** from the user’s insurance company are required, and if applicable a copy of 501-C3 (non-profit status). All must be turned into the office for verification at least two (2) weeks prior to the event.
7. The remainder of all suggested donations are due in the Church Office at least two (2) weeks prior to the scheduled event.
8. Any changes to the **Building Use Agreement** must be coordinated with the Church Secretary.
9. ***Multiple Use Agreements*** will be reviewed yearly.

**STATEMENT OF POLICY ON THE USE OF FACILITIES**

1. The Church and Church sponsored activities have first priority to facility use. Members of Community Congregational Church, using the church facilities for a one-time use or repeated use, must complete the appropriate form (attached) and return it to the Church Secretary. Honorarium for event staff will be negotiated according to need.
2. *Outside groups* requesting *One Time* use of church facilities must complete the *“Request for One Time Building Use”* form (attached) and return it to the Church Secretary.
3. *Outside groups* requesting *regular* use of the church facilities or equipment, must complete the *“Request for Continuous Building Use”* form (attached) and return it to the Church Secretary. This request will be submitted to the Board of Trustees for approval.
4. All existing groups using the facility on a regular basis are expected to work cooperatively with one another in scheduling extra events, meetings, etc. and to inform the Church Office of any changes to their scheduled usage.

**FACILITY USE RULES AND REGULATIONS**

1. Absolutely no smoking is allowed in the interior of the facility or within 50 feet of the preschool when it is in session.
2. The kitchen may be used for the heating (microwave) and serving of food only. Church owned kitchen equipment (i.e. plates, utensils, coffee carafes, etc.) is not available for use by outside groups.
3. All caterers must have a San Diego County Health Permit.
4. No equipment may be removed from the premises.
5. Music may not be audible for more than 50 feet outside the facility. (CVMC 2.55.185). In addition, all Disc Jockeys (DJs) must possess a business license from the City of Chula Vista. All electronic sound producing and/or amplifying equipment must be turned off and disconnected at 10:00 PM.
6. The facility closes at 10:30 PM. The facility must be cleaned and completely vacated by that time.

**INSURANCE**

The church is not liable for accidents, injuries, or loss of personal property in connection with the use of its facilities.

**SET UP AND DECORATIONS**

1. Applicant is responsible for providing our Administrative Secretary or Custodian with set-up instructions. Clear aisles to all doors designated “EXIT” must be maintained at all times.
2. Groups utilizing the facility are responsible for the application and complete removal of all their decorations.
3. **No decorations of any kind** may be attached to any part of the facility or facility equipment with tacks, staples, glue, tape, etc.
4. Use of any type of candle or open flame is prohibited. The use of confetti, birdseed, rice, etc. (for throwing) is prohibited. Also, the use of hay and straw will not be allowed.

 **CLEAN-UP EXPECTED**

At the end of an event, groups are responsible for the following:

1. Clean all equipment used
2. Clean any counter areas used
3. Clean and wipe all table tops used
4. Remove all trash to on-site dumpster (the blue dumpster at the back of the premises)
5. Remove all supplies, personal articles, displays, decorations, etc.
6. Leave recycling in the recycle bins in Bradley Hall and/or the Church Kitchen

 **OVERNIGHT STAYS**

Groups using our facilities for overnight stays will be approved by the Trustees.

**SIGNATURE OF ACCEPTANCE**

As the person applying for this group’s usage, I acknowledge receipt of these policies, and assume responsibility for the group’s abiding by them.

Name Date

**REQUEST FOR *ONE TIME* BUILDING USE FORM**

**Community Congregational Church (UCC), Chula Vista, CA**

Date of Event Requested

Facility/ Room Requested

Kitchen Use: No\_\_\_\_\_ Yes\_\_\_\_\_ (If Yes, please read & complete *Kitchen Use Guidelines*, attached)

**Function**

 Number of People Expected \_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time of Event

Time of Set up \_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Cleanup/Completion

**Organization**

**Name**

**\*Person in Charge of group and Event**

 Address:

 City: Zip

Phone:

 Day Evening Cell

 E-mail:

**Name of Applicant**

 **(if different from person in charge)**

Address:

 City: Zip:

Phone:

 Day Evening Cell

 E-mail:

**PLEASE COMPLETE OTHER SIDE WITH DETAIL OF SET UP AND EQUIPMENT**

**Total Gratuity Due to book event $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Gratuity Received:**

**Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**

 **Facilities Use Chair**

***\*Person in Charge must be in FULL attendance at event***

**ROOM ARRANGEMENTS**

**(Please draw a set up diagram)**

**Please check what you will need for your event:**

**\_\_\_\_\_\_\_\_\_Chalkboard \_\_\_\_\_\_\_\_Whiteboard**

**\_\_\_\_\_\_\_\_\_Use of Stage \_\_\_\_\_\_\_\_Microphone**

**\_\_\_\_\_\_\_\_\_Projector \_\_\_\_\_\_\_\_Screen**

**\_\_\_\_\_\_\_\_\_Coffee Pot \_\_\_\_\_\_\_\_# Chairs (140-150 available)**

**\_\_\_\_\_\_\_\_\_# 5’ Round Tables (13 available) \_\_\_\_\_\_\_\_# of 6’ Tables (8 available)**

**\_\_\_\_\_\_\_\_\_# 8’ Tables (9 available)**

[\*Use of full kitchen for cooking and serving requires separate application, approval and deposit]

**REQUEST FOR CONTINUOUS BUILDING USE FORM**

**Please complete, sign and return to the Church Secretary for approval.**

Name of group:

Contact Person leading or sponsoring group:

 Address:

 Phone: Email:

Please supply names and phone numbers for two contacts for your group *(please print)*:

Name: Phone:

Name: Phone:

Room or rooms to be used:

Days facilities will be used:

Time room or rooms will be used:

Please Initial that you received a copy of “*Building Use Guidelines*”

Is group tax exempt? Yes No

**If yes, then Church Secretary initials receipt of Tax Exempt Certificate**

Does group have Certificate of Insurance? \_\_\_\_\_Yes \_\_\_\_\_No

**If yes, then Church Secretary initials receipt of Insurance Certificate**

**PLEASE COMPLETE OTHER SIDE WITH DETAIL OF SET UP AND EQUIPMENT**

**Total Gratuity Due to book Building Use $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Gratuity Received:**

**Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**

 **Facilities Use Chair**

**Keys Issued By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Key/Keys Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Keys Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature of Requestor**

***Gratuities are due by the 5th of each month***

**ROOM ARRANGEMENTS**

**(Please draw a set up diagram)**

**Please check what you will need for your event:**

**\_\_\_\_\_\_\_\_\_Chalkboard \_\_\_\_\_\_\_\_Whiteboard**

**\_\_\_\_\_\_\_\_\_Use of Stage \_\_\_\_\_\_\_\_Microphone**

**\_\_\_\_\_\_\_\_\_Projector \_\_\_\_\_\_\_\_Screen**

**\_\_\_\_\_\_\_\_\_Coffee Pot \_\_\_\_\_\_\_\_# Chairs (140-150 available)**

**\_\_\_\_\_\_\_\_\_# 5’ Round Tables (13 available) \_\_\_\_\_\_\_\_# of 6’ Tables (8 available)**

**\_\_\_\_\_\_\_\_\_# 8’ Tables (9 available)**

[\*Use of full kitchen for cooking and serving requires separate application, approval and deposit]

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees to indemnify and hold the Community Congregational Church United Church of Christ, Chula Vista (“Church”), and the property of the Church, including said premises, free and harmless from any and all claims, liability, loss, damage or expenses resulting from its occupation and use of said premises, specifically including, without limitation, any claim, liability, loss, or damage arising by reason of:

1. The death of any person or persons, including the undersigned or any person who is an employee, agent, member or invitee of the undersigned, or by reason of the damage to or destruction of any property, including property owned by the undersigned or any person who is an employee, agent, member or invitee of the undersigned and caused or allegedly caused by either the condition of said premises, or some act or omission of the Church or undersigned on said premises.
2. The failure of the Church or the undersigned to comply with any requirement of law or any requirement imposed on the Church or the premises by and duly authorized governmental agency or political subdivision.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHURCH KITCHEN GUIDELINES**

1. **The kitchen may be used for the heating (microwave) and serving of food only. Church owned kitchen equipment (i.e. plates, utensils, coffee carafes, etc.) is not available for use by outside groups.**
2. **All caterers must have a San Diego County Health Permit.**
3. **No equipment may be removed from the premises.**
4. **Use of the refrigerator and/or freezer in the church kitchen, may be used the day before and the day of the event. All remaining food after scheduled event will be disposed of.**
5. **Coffee pots must be cleaned and dried using *paper towels* and returned to their proper place on the counter.**
6. **Towels that need cleaning are to be left on the counter next to the main sink.**
7. **Please report to the office any items that are damaged as soon as possible.**
8. **The group’s deposit will be refunded as long as the Kitchen is returned to original order and cleanliness after use. (Failure to do so may result in future requests of the kitchen being denied and forfeiture of deposit.)**

**Person Responsible for Kitchen Use:**

**Phone: Event Date:**

**Use of Freezer: Yes\_\_\_\_\_ No\_\_\_\_\_ Use of Stove: Yes\_\_\_\_\_ No\_\_\_\_\_**

**Use of Refrigerator: Yes\_\_\_\_\_ No\_\_\_\_\_ Use of Microwave: Yes\_\_\_\_\_ No\_\_\_\_\_**

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**

***Thank you, from The Women’s Fellowship of Community Congregational Church***

**BUILDING GRATUITIES**

**One-Time Use by Outside Guest Groups**

**Donations for Repeated Usage will be negotiated by the Board of Trustees**

 All Suggested Donations are for four (4) hours (*if full day double the donation*)

**SANCTUARY (capacity 357) $950.00**

**JEWEL CHAPEL – Meetings or Services (capacity 80) $600.00**

***Note: A quinceañera is considered as a wedding is subject to the Wedding Guidelines and fees of Community Congregational Church of Chula Vista****.*

**BRADLEY HALL – with or without Kitchen (capacity Auditorium 290 / Banquet 150)**

**One Time Use $700.00**

 **Recurring Monthly Use negotiable**

 **Members Hosting Private Parties negotiable**

 **Community Service Groups sponsored by Church negotiable**

 **(e.g. Scouts, Laubach, who do own set ups and clean ups)**

**CHURCH LOUNGE (capacity 50) $400.00**

 **One Time Use negotiable**

**SMALL DINING ROOM (capacity Auditorium 50 / Banquet 30) $400.00**

**COMMUNITY ROOM (capacity 20) $300.00**

**No refreshments may be served in this space**

**EVENT REFRESHMENTS**

 **Punch and Cookies $ 50.00**

 **Finger sandwiches, munchies $200.00**

 **You may cater in a full meal, served by the caterer**

**DEPOSIT of $250.00 is required to reserve your event date and time, due in the Church Office, with the completed Request Form, at least two (2) weeks prior to event. This deposit is in addition to the suggested donations above; the deposit will be returned to you after your event, providing all terms are met. The remainder of the suggested donations are due in the Church Office at least two (2) weeks prior to your event.**