

Sunnybrook Community Church
Facility/Equipment Use Agreement

This contract with Sunnybrook Community Church is for the use of the facilities or equipment of Sunnybrook Community Church. The individual or organization utilizing our facility or equipment is responsible for reading and understanding all aspects of this agreement and agrees to abide with all stipulations listed. It is understood that the person signing this form assumes all responsibility for any misuse, accidents or injuries and will NOT hold Sunnybrook Community Church or its staff or members accountable for any accidents/injuries during the time the facility is being used.

The undersigned hereby would like to use the following area(s) or equipment of Sunnybrook Community Church for the purpose(s) described:

Purpose: _____

Event Date: _____ Event Start Time: _____ Event End Time: _____

Does your event reoccur? _____ Schedule _____

Will you need technical assistance? _____ **Fee is \$100 for up to 4 hours, \$25 each additional hour**

Circle area(s) to be used: Gym Loft Lobby Auditorium Chapel Meeting Room Other: _____

Circle equipment needed & number: Rectangle Tables _____ Round tables _____ Folding Chairs _____

Requested equipment will be set out for you, but you will be responsible for equipment set up, tear down and clean up

Number of guests expected or individuals participating: _____

Person/Organization making the request _____

Address: _____

Phone: _____ Email: _____

THIS AGREEMENT MUST BE RETURNED TO THE CHURCH OFFICE BEFORE SPACE FOR YOUR EVENT CAN BE RESERVED ON THE CHURCH CALENDAR.

Indemnification/Hold Harmless. Licensee hereby expressly agrees to indemnify and hold Sunnybrook Community Church harmless from any and all damages to persons or property or from any other claims, liabilities, costs or expenses (including attorney's fees), resulting from the acts or omissions, including default or negligence of Licensee or Licensee's staff, coaches, students, observers, employees, principals, agents, successors or assigns arising from or as a result of the performance of this Agreement.

Signature: _____

.....
FOR CHURCH USE ONLY

This agreement is: APPROVED: DENIED: DATE: _____

Suggested Donation \$ _____ (see attached donation outline) Additional Technical Support Fee \$ _____

Front Desk Received (initial boxes) Master Calendar

COPY: Communications Manager, Finance Manager, Facilities and Tech

Sunnybrook Community Church
Facility Use Procedures

- **Do not tape anything to the walls, there are sign holders available at request.**
- No events will be scheduled during times designated for worship services.
- The Executive Director reserves the right to make the final determination of any usage donation amount.
- Events scheduled by organizations within Sunnybrook Community Church shall have priority use of the facilities.
- You must be at least 18 years old to request facility or equipment use.
- Children may not use a facility area without adult supervision.
- Sunnybrook Community Church is a smoke-free facility. No use of alcohol or controlled drugs will be permitted on church property at any time. Any violation of this section will automatically cancel the agreement between the church and the organization for further use of the facility.
- Requests for use of the facilities or equipment will be based on a FIRST COME-FIRST SERVED basis. All events must be scheduled with the office staff that will place the event on the church calendar. HOWEVER, if a church related event arises, which conflicts with a previously scheduled event, the church related event will take priority. If possible, the signer of the agreement will be notified at least two weeks prior to the event's scheduling conflict.
- The gym is equipped with basketball hoops and balls.
- Dances will not be held at Sunnybrook Community Church.
- Any set-up of chairs, tables or other **equipment is the responsibility of the person/group utilizing the facility.** If you have any questions, you will need to contact Todd Coon at 276-7915 x 44.
- If, in the opinion of the executive director, the amount of clean-up following an activity is excessive, an additional clean-up fee may be applied.
- Use of the restrooms is included with the facility agreement but every effort should be made by the organization using the facility to leave those areas in the same condition as they found them. If additional clean-up of the rest room facilities is required, an additional charge may be assessed to the organization.
- Offensive music, language or behavior will not be tolerated and will be dealt with on an individual basis.
- If the kitchen is to be utilized, it must be left in the same condition as it was at the beginning of the activity. Dishes, cooking utensils, silverware, etc. must be washed and put away.

- Sunnybrook Community Church is not responsible for injuries that occur when an organization is using/renting the facilities.
- Organizations that are using the facilities of Sunnybrook Community Church are responsible for the behavior and conduct of persons within that organization. Responsibility for misuse, vandalism or damage to the facility or equipment belonging to Sunnybrook Community Church lies with the organization and those organizations or individuals will be expected to pay for those damages.
- Only Sunnybrook-trained audio/video technicians can be used in the Auditorium, Chapel, and Loft.
- The guidelines in this procedure do not pertain to weddings or funerals of members of Sunnybrook Community Church. Other celebration-type events of members will be considered on an individual basis.

**** FACILITY USE REGULATIONS FOR EVENTS/CELEBRATIONS**

Guests are expected to conduct themselves at all times in a manner appropriate to a place of worship. Consuming alcoholic beverages or using any other chemical substance is not permitted on the church property. Smoking will be permitted outside the building with refuse deposited in containers provided. There will be no exceptions to this policy and Church Staff are authorized to contact the Police Department in enforcing this policy. If disrespect is shown to Church Staff and/or local law enforcement, the celebration will be immediately terminated.

SOCIAL FACILITIES

The Lobby Area is capable of seating 200 people around tables. The Loft or Gymnasium can be used and each accommodates 125 to over 225 people. For an additional fee, the kitchen is also available for serving prepared food. The church has tables, chairs, etc. available for your use and are included. The tables and chairs in the Elmer's area cannot be removed or moved.

Anyone serving food at Sunnybrook will be expected to leave the facility as they found it. The person/organization is also responsible for any damages incurred through their misuse of the facility.

Facility Donation Schedule

Philosophy

We wish to share this facility and equipment that God has blessed us with, with our members and community. In doing so, we understand there are expenses involved with sharing our facility and equipment. With that in mind, we have created a Suggested Donation Schedule to mitigate those expenses.

The following are the suggested donation rates for use of areas within Sunnybrook Community Church:

Lobby/ Gym/ Chapel/ Loft (Loft not ADA approved):

\$75 up to three (3) hours

\$25 for each hour over three (3) hours

Kitchen: \$25 per/hour up to three (3) hours

\$15 for each hour over three (3) hours

Conference Room:

\$35 up to three (3) hours

\$20 for each hour over three (3) hours

Sunnybrook-Trained Audio/Video Technician: \$100 per/event up to 4 hours

\$25 for each hour over four (4) hours

The following are the suggested donation rates for use of equipment owned by Sunnybrook Community Church: (All items are included with room reservations)

Kitchen Items: TBD

Table Clothes: \$3 each-cleaning charge

Chairs: \$50

Tables: \$50

Trailer: TBD

Long term use suggested donations determined on an individual basis.