

## Permit Application Instructions and Event Planning Checklist

What do I need to do?	Notes
1. Review Church Facilities Use Policy. Visit Church to view spaces available to rent. Contact Church Staff for initial discussion of facility availability.	
2. Submit the following at least <b>30 days</b> in advance of the event: <ul style="list-style-type: none"> <li>Signed and Notarized Revocable Permit application And Revocable Permit Agreement</li> <li>\$25 processing fee (checks payable to the Church)</li> <li>Insurance certificate (see below)</li> </ul>	A single application may be used for multiple dates. However, a new application must be submitted when a certificate of insurance expires.
3. Provide Workers Compensation and Disability Benefits and General Liability insurance covering the Church in the event of personal injury or death arising out of the use of Church facilities.  Certificate Holder to be listed exactly as:  _____ <b>Church</b> _____ _____ <b>(Address)</b>	We strongly recommend that the insurance certificate accompany your application. If it must be sent separately by a third party, it is your responsibility to follow up to make sure it has been received, at least 30 days prior to the event.  <b>Insurance Requirements</b> (a) <b>Workers Compensation and Disability Benefits Coverage</b> for the life of this Permit for the benefit of employees required to be covered by State Workers Compensation Law and State Disability Benefits Law. Evidence of coverage must be provided on forms specified by the Commissioner of the Workers Compensation Board. (b) <b>General Liability Insurance with limits no less than One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate.</b> (c) <b>Sexual Abuse and Molestation insurance, either under the above-described general liability policy or in a separate policy, with coverage not less than one million dollars (\$1,000,000). Any insurance coverage for sexual abuse and molestation insurance written on a claims made basis shall remain in effect for a minimum of six (6) months following the use of Church facilities.</b>
4. A copy of your revocable permit will be e-mailed to you as soon as it is approved. After that, get in touch with Church Staff to plan event details.	Church Staff will connect you with Church service providers and identify all potential support services you will need for your event including catering, security, tents, rentals, etc.

What do I need to do?	Notes
5. Observe established Church facility use regulations and policies during the event, including setup and takedown	
6. Compensate the Church for the amount specified (as determined by space and services requested in advance of the organization's use of the Church's facility)	A 25% deposit is required prior to the event. 75% is due three (3) days prior to the event. You will be billed for the balance of facility rental, support services and any damages (if applicable) after the event.

## Conditions for the Occasional Use of Church Facilities By Outside Entities

Revocable permits are issued for short-term use of Church facilities by non-commercial organizations. Church guidelines generally prohibit the Church from providing space to commercial organizations; use will be decided on a case by case basis.

An applying organization must submit a completed Revocable Permit application and signed Revocable Permit. Organizations may be required to provide additional information concerning the proposed use of a Church facility with their submission.

Requests for facility use are not to be considered approved until the Church sends Permittee a signed copy of the permit.

Make sure to fill in all fields on the application and permit, and **sign on page 7 of the permit as Official Representative of Permittee as well as on Exhibit C, Permittee Acknowledgement of Receipt of (1) Policy For Use of Church Facilities; (2) Church Child Protection Policy; and (3) Policy on Mandatory Reporting and Prevention of Child Sexual Abuse.**

The **signed, notarized** permit application and insurance certificate should be scanned to Email: \_\_\_\_\_.  
The **\$25 application fee** should be sent to:

Church

\_\_\_\_\_

(Address)

Please be sure to reference your group and the event.

If you are not able to scan your documentation, it may be mailed to the above address or dropped off in person.

All revocable permits must be reviewed and approved by the Church Facilities Manager. Revocable Permits will only be considered if all accompanying documents, including the certificate of insurance are included. If you have not received a copy of the executed permit, you may not advertise for your event.

Please call Church Facilities Manager at \_\_\_\_\_, or email to: \_\_\_\_\_ with any questions about the permitting process.

Thank you for selecting the Church for your event!

**CHURCH NAME AND LOGO****APPLICATION FOR OCCASIONAL USE OF CHURCH FACILITIES  
BY NON-CHURCH ORGANIZATIONS  
WHERE MINORS WILL BE PART OF A COVERED ACTIVITY**

\_\_\_\_\_ Church  
\_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
PH: \_\_\_\_\_ FX: \_\_\_\_\_

This application is intended for use by non-Church organizations requesting use of facilities at the Church. Complete and return this application to the Church Office. Approval of this application does not constitute a commitment for a specific space and services. The organization must subsequently make arrangements with the Church Facilities Manager.

Date(s) of Program \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Time(s) of Program \_\_\_\_\_ Purpose of Event \_\_\_\_\_

Name of Organization \_\_\_\_\_

Exact Title of Event(s) – please be specific \_\_\_\_\_

Organization Type: ☐ For Profit ☐ Non-Profit ☐ State/Government

Person Responsible for Arrangements Name \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Organization Address \_\_\_\_\_  
Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Step One:** Please review our ***Policy For Use of Church Facilities*** at <https://> or request a copy by email from the Church Office. Complete application.

**Step Two:** Fill out the Revocable Permit and (a) sign on page \_\_; and (b) sign on **Exhibit C - Permittee Acknowledgement of Receipt of (1) Policy For Use of Church Facilities; (2) Church Child Protection Policy and (3) Policy on Mandatory Reporting and Prevention of Child Sexual Abuse** and have application notarized

**Step Three:** Submit \$25 application fee with permit application – checks payable to Church  
*Updated 03/06/2025*

\_\_\_\_\_ Church

**Revocable Permit – Use of Church  
Facilities for Covered Activities  
Under Church Child Protection Policy**

THIS REVOCABLE PERMIT AGREEMENT, made this \_\_\_\_\_ day of **20**  
\_\_\_\_\_, by \_\_\_\_\_ and \_\_\_\_\_ the  
\_\_\_\_\_ CHURCH, a church organized and existing under the laws  
of the State of \_\_\_\_\_, and having its principal place of business located at  
\_\_\_\_\_ (hereinafter referred to as “the Church”) and

\_\_\_\_\_

a ☐ commercial ☐ noncommercial organization having its principal place of business  
located at

\_\_\_\_\_

\_\_\_\_\_

hereinafter referred to as “the Permittee.” The Permittee and the Church may be referred  
to collectively as “the Parties.”

**W I T N E S S E T H:**

**WHEREAS**, the Permittee will be conducting an on-Church campus activity which  
requires certain facilities, for a “**Covered Activity**”, defined herein as an activity  
conducted by the Permittee occurring on the Church campus for the duration of which the  
responsibility for custody, control and supervision of children is vested in Permittee; and

**WHEREAS**, the Church has such facilities; and

**WHEREAS**, the parties desire to enter into an agreement whereby the Church will  
make such facilities available to the Permittee for the Covered Activity conditioned on  
compliance with and adherence to by Permittee with the *Church’s Policy For Use of  
Church Facilities; Church Child Protection Policy; and Mandatory Reporting and  
Prevention of Child Sexual Abuse Policy*.

**NOW, THEREFORE**, be it known that a revocable permit is hereby granted to the  
Permittee, subject to the terms and conditions as hereinafter provided, to use the facilities  
and services designated in **Exhibit A** (the “Facilities”) attached hereto and made a part  
hereof, on the date(s) and at the times specified thereon.

1. The Church shall supply all ordinary and necessary water, gas, electricity,  
light, heat and sewerage facilities for the premises. Unless specifically indicated otherwise

in **Exhibit A**, no telephone service shall be provided by the Church to Permittee hereunder.

2. The Permittee shall take good care of the premises, fixtures and appurtenances to preserve the premises in good order and condition. Upon removal from said premises, the Permittee shall, at its sole cost and expense, restore the premises as nearly as possible to the condition in which these premises were in when the use by the Permittee began, other than ordinary wear and tear to the premises.

- (a) Sidewalks, doorways, vestibules, halls, stairways, and other similar areas shall not be obstructed by Permittee or used by Permittee for purposes other than ingress and egress to and from their respective permitted facilities and for going from one to another part of the Facilities.
- (b) Plumbing, fixtures, and appliances shall be used only for the purposes for which designed, and no sweepings, rubbish, rags or other unsuitable material shall be thrown or deposited therein. Damage resulting to any such fixtures or appliances from misuse by a Permittee or its agents, employees or invitees, shall be paid by such Permittee.
- (c) No signs, advertisements or notices shall be painted or affixed on or to any windows or doors or other part of the Facilities without the prior written consent of Church. No nails, hooks or screws shall be driven or inserted in any part of the Facilities except by Facilities maintenance personnel.
- (d) Movement in or out of the Facilities of furniture or other equipment, or dispatch or receipt by Permittee of any bulky material, merchandise or materials which require use of elevators or stairways, or movement through the Facilities entrances or lobby shall be conducted under Church's supervision at such times and in such a manner as Church may reasonably require. Permittee assumes all risks of and shall be liable for all damage to articles moved and injury to persons or public engaged or not engaged in such movement, including equipment, property and personnel of Church if damaged or injured as a result of acts in connection with carrying out this service for such Permittee.
- (e) Corridor doors, when not in use, shall be kept closed. Nothing shall be swept or thrown into the corridors, halls, elevator shafts or stairways. No birds or animals shall be brought into or kept in, on or about the permitted Facilities. No portion of the Facilities shall at any time be used or occupied as sleeping or lodging quarters.
- (f) Without the Church's prior written consent, Permittee shall not employ any person for the purpose of cleaning other than the Church's cleaning and maintenance personnel.

- (g) To ensure orderly operation of the Facilities, no ice, mineral or other water etc. shall be delivered to the permitted Facilities except by persons approved by Church, which shall not be unreasonably withheld or delayed.
- (h) Permittee shall not make or permit any vibration or improper, objectionable, or unpleasant noises or odors in the Facilities or otherwise interfere in any way with other persons having business with the Church.
- (i) Church will not be responsible for lost or stolen personal property, money or jewelry from Permittee's Facilities or public or common areas regardless of whether such loss occurs when the area is locked against entry or not.
- (j) Permittee shall not conduct any activity on or about the Facilities or Building which will draw pickets, demonstrators, or the like.
- (k) All vehicles are to be currently licensed, in good operating condition, parked for business purposes having to do with Permittee's use of the Facilities, parked within designated parking spaces, one vehicle to each space. No vehicle shall be parked as a "billboard" vehicle or with for-sale signs in the parking lot. Any vehicle parked improperly may be towed away. Permittee, Permittee's agents, employees, vendors and customers who do not operate or park their vehicles as required shall subject the vehicle to being towed at the expense of the owner or driver. Church may place a "boot" on the vehicle to immobilize it and may levy a charge of \$50.00 to remove the "boot." Permittee shall indemnify, hold and save harmless Church of any liability arising from the towing or booting of any vehicles belonging to a Permittee party.
- (l) No Permittee may enter into phone rooms, electrical rooms, mechanical rooms, or other service areas of the Facilities unless accompanied by a Church designee or the Church Facilities manager.

3. Upon the prior written approval by the Church, the Permittee may use other areas of the Church upon the same terms and conditions as provided herein. The Church shall not receive or store any goods or materials on behalf of the Permittee via mail or delivery service in advance of the Permittee's scheduled events.

4. The Church is a smoke free, alcohol free, firearms and weapons free, and drug free property. Smoking and the use of tobacco products, alcohol, drugs or possession of firearms and other weapons shall not be permitted on or in any internal or external Church Property. Permittee has been provided a copy of and agrees to comply with the full text of the *Policy For Use of Church Facilities*, the terms of which are incorporated in this Revocable Permit by reference.

5. All food and beverages served on the Church campus by outside entities using the Church property or facilities under a Revocable Permit must be approved by

the Church Facilities Manager.

6. Use of any Church marks or logos are prohibited without prior approval from the Church. The Permittee must obtain approval from the Church for any public advertisements they plan to release if the Church is mentioned in any capacity other than as the event location.

7. Charitable or public benefit organizations may charge an admission fee or accept donations subject to State and Federal governing laws. Where admission fees are charged or donations accepted, the Permittee shall make it known in all publicity notices that the proceeds are for the benefit of the Permittee and not the Church.

8. The Permittee agrees to provide the Church, upon request, with a copy of its Incorporation Papers or Receipt of Filing as a nonprofit agency filed with the Secretary of State, or Papers Filed with the appropriate County Clerk for Conducting Business in its Name.

9. In consideration of the facilities and services to be provided by the Church as enumerated herein, the Permittee agrees to reimburse the Church in accordance with the costs or services stipulated on **Exhibit B**, attached hereto and made a part hereof, and any other extraordinary costs incurred by the Church to meet the requirements of the Permittee. Payment shall be made by the Permittee payable upon receipt of an official billing statement from the Church. The form and manner of presentation of the statement shall be mutually agreed upon by the Parties.

10. The Permittee shall be responsible for any and all damages or loss by theft or otherwise of property whether such property shall belong to the Church or to others, and for injury to persons (including death) which may in any way result from the operation or conducting of the Covered Activity, or may be caused by any of the persons involved in the Covered Activity, whether or not directly caused by the Permittee.

11. The Permittee shall be responsible for and shall maintain good discipline and proper behavior on the part of all persons in any way involved with the Covered Activity and agrees to remove any personnel involved in the Covered Activity whose actions, or failure to act, shall in the sole judgment of the Church, after consulting with the Permittee, be deemed to be detrimental to the Church.

12. If in the judgment of the Church the activities of any personnel in any way involved in the Covered Activity should be such that the Church, after consultation with the Permittee, shall determine that the continuation of the Covered Activity for the then remaining period covered by this Agreement shall be contrary to the best interest of the Church, the Church may terminate this Agreement without liability of any kind whatsoever therefore, and the Permittee and all personnel so involved shall be thereupon removed from the Church premises.

13. This Agreement shall be interpreted according to the laws of the State in

which the Church property is located. The Permittee shall comply with established Church Facility Use Policies and with all laws, rules, orders, regulations, and requirements of Federal, State and municipal governments applicable thereto. If necessary, Permittee shall obtain and keep in force at its sole cost and expense, any permits or licenses which may be required by any local, State or Federal Governmental body.

14. The Permittee specifically agrees that this permit does not create the relationship of landlord and tenant between the Church and the Permittee regarding the use of the Church controlled property to which this permit relates. The relationship of the Permittee to Church arising out of this agreement shall be that of independent contractor. The Permittee specifically agrees that this permit shall be void and of no further force and effect upon any use of the Church controlled property to which this permit relates which is inconsistent with State Law or which in any way conflicts with the purposes or objectives of the Church or its policies, including specifically the *Policy For Use of Church Facilities*.

15. The Permittee shall have the right, so long as this permit shall remain in force, to enter upon said Church property for the purpose of using facilities designated in **Exhibit A**.

16. The Permittee specifically agrees not to hold itself out as representing the Church in connection with the use of the Church-owned or controlled property to which this permit relates, nor shall the name of the Church be used by Permittee for any purpose without prior approval of the Church.

17. The Permittee assumes all risk incidental to the use of said facilities and shall be solely responsible for any and all accidents and injuries to persons and property (including death) arising out of or in connection with the Covered Activity, use of facilities, its appurtenances and the surrounding grounds and hereby covenants and agrees to indemnify and hold harmless the Church from any and all claims, suits, actions, damages and costs of every nature and description arising out of or relating to the use of the facilities, its appurtenances and the surrounding grounds or the violation by said Permittee, its agents, employees or contractors of any law, code, order, ordinance, rule or regulation in connection therewith. The Permittee further agrees, on being requested to do so, to assume the defense and to defend, at its own cost and expense, any action brought at any time against the Church in connection with the claims, suits, and losses, as aforesaid. The Church shall hold the Permittee harmless from and indemnify it for any final judgment of a court of competent jurisdiction to the extent attributable to the negligence of the Church or of its officers or employees when acting within the course and scope of their employment.

18. The Permittee agrees to provide the Church with the insurance coverage listed below, naming the Church, as an additional insured covering property damage, personal injury or death arising out of the use of the Church facilities. The Permittee further agrees to provide the Church designee cited in paragraph 25 of this Permit evidence of such coverage within five (5) business days of execution of this permit or at a minimum of two weeks (14 days) prior to the Covered Activity. The Permittee agrees to



provide notice to the Church of any cancellation of such policies, renewal policies, or new policies.

- (a) commercial general liability insurance in amounts of One Million and No/100 Dollars (\$1,000,000.00) per occurrence and Two Million and No/100 Dollars (\$2,000,000.00) in the aggregate or such other amount as Church may from time to time reasonably require, insuring Non-Church Permittee, Church and Church's officers, directors, employees, agents and Affiliates against all liability for injury to or death of a person or persons or damage to property arising from the use and occupancy of the facilities.
- (b) Sexual Abuse and Molestation insurance, either under the above-described general liability policy or in a separate policy, with coverage not less than one million dollars (\$1,000,000). Any insurance coverage for sexual abuse and molestation insurance written on a claims made basis shall remain in effect for a minimum of six (6) months following the use of Church facilities.
- (c) insurance covering the full value of Permittee's property and improvements, and other property (including property of others) located in the Facilities during use.
- (d) contractual liability insurance sufficient to cover Permittee's indemnity obligations hereunder (but only if such contractual liability insurance is not already included in Permittee's commercial general liability insurance policy),
- (e) worker's compensation insurance, containing a waiver of subrogation endorsement acceptable to Church, and
- (f) business interruption insurance.

Permittee shall furnish to Church certificates of such insurance and such other evidence satisfactory to Church of the maintenance of all insurance coverages required hereunder, and Permittee shall obtain a written obligation on the part of each insurance company to notify Church at least 30 days before cancellation or a material change of any such insurance policies. All such insurance policies shall be in form, and issued by companies, reasonably satisfactory to Church and Church's insurance advisors.

19. If the Covered Activity for which this permit issues is a children's camp as defined by applicable law, Permittee agrees to provide the Church with a copy of its camp operator permit issued by the applicable state agency in the state where Church is located upon execution of the Permit, and not later than two weeks (14 days) before the scheduled use of Church facilities

20. The Permittee represents and warrants that for all of its employees, volunteers, subcontractors and agents who shall enter upon Church facilities for purposes

related to the Covered Activity, Permittee has conducted within the ninety (90) day period preceding the use of Church facilities (i) a search of the ([Applicable State] Sex Offender Registry; and (ii) a search of the National Sex Offender Public Registry.

(a) A search of the applicable state Sex Offender Registry means:

- (i) a search by first and last name of the file of persons required to register pursuant to the laws of the state in which the Church Facility is located, pursuant to that state's law for every level of sex offender which requires an email, CD or hard copy submission of names and identifiers to any department of criminal justice or similar agency; and
- (ii) Retention of the records of the results of such search. Note that an internet search alone will not meet the requirements of this Policy.

(b) A search of the National Sex Offender Public Registry means:

- (i) A search by first and last name of the National Sex Offender Public Website maintained by the United States Department of Justice at this link: <http://www.nsopw.gov/>; and
- (ii) Retention of the records of the results of such search.

21. The Permittee represents and warrants that for all facets of the Covered Activity:

- (a) It shall adhere to the following minimum staff-to-child supervision ratios by age of child:

5 years and younger:	1 staff for each 6 children
6-8 years:	1 staff for each 8 children
9-14 years:	1 staff for each 10 children
15-16 years:	1 staff for each 12 children
- (b) at least 80% of its staff are eighteen (18) years of age or older and that all staff are at least sixteen (16) years of age and at least two (2) years older than the children with whom they are working;
- (c) Its staff has training specific to the program or activity; and

- (d) The overall supervisor for each program and activity is an adult with certification or documented training and/or experience in that program or activity.

22. The Permittee represents and warrants that any time it provides transportation for participating minors to and from the Church facilities, in addition to the driver of the vehicle, there shall be at least one other staff member in the vehicle at all times.

23. The Permittee acknowledges that it has received a copy of the Policy For Use of Church Facilities; Church Child Protection Policy; and Mandatory Reporting and Prevention of Child Sexual Abuse Policy and agrees to abide by all of their terms, including its requirement that any suspected physical abuse or sexual abuse of a child be reported immediately to Police or law enforcement. The Permittee's written acknowledgement is attached hereto as **Exhibit C**. Permittee represents and warrants that it has caused each of its employees, agents and volunteers, and those of its sub-permittees, who is responsible for custody, control or supervision of children participating in the covered Activity, to complete the Acknowledgement of review of the above-referenced policies and their agreement to abide by their terms.

24. The Permittee specifically agrees that if this permit is cancelled or terminated for any reason, the Permittee shall have no claim against the Church, its officers and employees and their officers and employees shall be relieved from any and all liability.

25. The Permittee agrees that the Church provides no supervision or control over the Facilities when being used by Permittee.

26. Church maintains the right of entry at any time during Permittee's use of the Facilities to ascertain that Permittee and guests are acting in compliance with this agreement.

27. Permittee agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Church.

28. Any notice to either party hereunder must be in writing signed by the party giving it and shall be served either personally or by registered mail, or email addressed as follows:

**TO CHURCH:**

Church

\_\_\_\_\_

Email: \_\_\_\_\_

Attention: Church Facilities Manager

**TO THE  
PERMITTEE:**

\_\_\_\_\_  
Email: \_\_\_\_\_  
Attention: Responsible Person

Or to such other addressee as may be hereafter designated by notice. All notices become effective only when received by the addressee.

29. This Agreement constitutes the entire agreement of the parties hereto and all previous communications between the parties, whether written or oral, with reference to the subject matter of this contract are hereby superseded. In the event of any inconsistency or conflict among the documents comprising this Agreement, such inconsistency or conflict shall be resolved by giving precedence to the documents in the following order:

- (a) This Agreement
- (b) *Exhibit A:* Designated Facilities and Services
- (c) *Exhibit B :* Costs and Services
- (d) *Exhibit C:* Permittee Acknowledgement of (1) Policy For Use of Church Facilities; (2) Church Child Protection Policy; and (3) Church Mandatory Reporting and Prevention of Child Sexual Abuse Policy
- (e) *Exhibit D:* Hold Harmless And Release Agreement

30. The Permit hereby granted may be revoked at any time without cause. Notice of revocation will be served either in person or by certified mail, email or, by other mutually acceptable means in exceptional circumstances. Upon receipt of Notice of revocation, Permittee shall and will promptly discontinue the use of the Premises and shall thereupon remove all of its property from the Premises and shall, at Permittee's own cost and expense, restore the Premises to the same condition it was in before use by the Permittee commenced. Under no circumstances shall Church be held liable for damages of any kind, either direct or indirect, for termination of this permit.

31. Any claim or dispute arising from or related to this agreement shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

32. A Party shall not be deemed in default of this permit, nor shall it hold the other Party responsible for any cessation, interruption or delay in the performance of its obligations (excluding payment obligations) due to earthquake, flood, fire, storm, natural

disaster, act of God, disease outbreak, epidemic, or pandemic, an act of war whether declared or undeclared, acts or threats of terrorism, contamination by radioactivity, pressure waves from devices travelling at supersonic speeds or damages caused by any aircraft or similar device, armed conflict, labor strike, lockout, boycott, or other unforeseeable circumstances beyond the control of the Parties against which it would have been unreasonable for the affected Party to take precautions and which the affected Party cannot avoid even by using its best efforts, provided that the Party relying upon this provision: (i) gives prompt written notice thereof to the other Party; and (ii) takes all steps reasonably necessary to mitigate the effects of the force majeure event. If a force majeure event extends for a period in excess of 30 days in the aggregate, either Party may immediately terminate this permit upon written notice.

IN WITNESS WHEREOF, the Permittee has caused this instrument to be sealed and signed by its duly authorized officer, and the Church has caused this instrument to be executed by its duly authorized officer.

\_\_\_\_\_CHURCH

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date \_\_\_\_\_  
Title: \_\_\_\_\_

**PERMITTEE:**

\_\_\_\_\_,  
A \_\_\_\_\_



By: \_\_\_\_\_  
Official Representative of Permittee Date \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## DESIGNATED FACILITIES AND SERVICES

Name of Permittee

**[Identify specific facilities to which Permittee is being given access, including ancillary supporting facilities such as specific parking lots, accessory structures, restrooms, locker rooms, hallway access, cafeterias, etc.]**

[illegible]

## EXHIBIT B

### COSTS AND SERVICES

\_\_\_\_\_ Church

Name of Permittee

\_\_\_\_\_

The Permittee agrees to compensate the Church in the amount of \_\_\_\_\_  
\_\_\_\_\_ \* for the use of the facilities described in **Exhibit A**. This  
compensation was determined on the following basis:

#### **Fee schedule as follows:**

#### ***(For Example Purposes Only)***

##### For Members of Church

Service	Cost
*Important Note: Deposit required (refundable)	\$50.00
Sanctuary (seats 85)	Free
Conference Room (seats 10 – 12)	Free
Use of Fellowship Hall (seats 50)	Free
Custodial fees for Fellowship Hall	\$75.00
Custodial fees for Sanctuary	\$100.00

##### For Non-Members of Church

Service	Cost
*Important Note: Deposit required (refundable)	\$50.00
Sanctuary (seats 85)	\$100.00
Conference Room (seats 10 – 12)	\$35.00
Use of Fellowship Hall (seats 50)	\$100.00
Custodial fees for Fellowship Hall	\$75.00
Custodial fees for Sanctuary	\$150.00

##### Musician Fees

Service	Cost
Keyboard Piano or Organist	\$75.00
Vocalist	\$50.00
Sound Technician	
• Half Day	\$75.00
• Full Day	\$125.00

## **EXHIBIT C**

### **PERMITTEE ACKNOWLEDGEMENT OF RECEIPT OF:**

- (1) Policy For Use of Church Facilities;  
(2) Church Child Protection Policy; and  
(3) Church Policy on Mandatory Reporting  
and Prevention of Child Sexual Abuse**

\_\_\_\_\_ Church

**Revocable Permit Issued to** \_\_\_\_\_

Acknowledges that on \_\_\_\_\_ it has received copies of the Church policies entitled: (1) *Policy For Use of Church Facilities*; and (2) *Church Child Protection Policy*; and (3) *Church Policy on Mandatory Reporting and Prevention of Child Sexual Abuse*. The permittee represents that it has reviewed said policies and agrees to abide by their terms, including provisions requiring that actual and suspected physical abuse and sexual abuse of a child be reported immediately to the Police Department at \_\_\_\_\_; (\_\_\_\_) \_\_\_\_-\_\_\_\_.

Permittee acknowledges that for all of its employees and volunteers, and employees and volunteers of its sub-Permittees who shall enter upon Church facilities for purposes related to Covered Activity, Permittee has conducted (i) a search of the [applicable state] Sex Offender Registry; and (ii) a search of the National Sex Offender Public website within the ninety (90) day period preceding its use of Church facilities and has retained the records of such search.

Permittee acknowledges that any of its employees and volunteers, and employees and volunteers of its sub-Permittees whose names appear on the [applicable state] Sex Offender Registry and/or the National Sex Offender Public Registry shall not participate in the Covered Activity in any way.

**PERMITTEE NAME:** \_\_\_\_\_



By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

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



**Permittee**  
**Notary Acknowledgement**

<b>ACKNOWLEDGEMENT BY INDIVIDUAL</b>	<p>STATE OF _____ ) COUNTY OF _____ ) ss.:</p> <p>On this _____ day of _____, 20____, before me personally came</p> <p>_____, to me known and known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged to me that he/she executed the same.</p> <p style="text-align: right;">_____ Notary Public</p>
<b>ACKNOWLEDGEMENT BY UNINCORPORATED ASSOCIATION</b>	<p>STATE OF _____ ) COUNTY OF _____ ) ss.:</p> <p>On this _____ day of _____, 20____, before me personally came</p> <p>_____, to me known and known to me to be the person to me known and known to me to be the person who executed the above instrument, who, being duly sworn by me, did for himself/herself depose and say that he/she is a member of the firm of _____ and that he/she executed the foregoing instrument in the firm name of _____ and that he/she had authority to sign same, and he/she did acknowledge to me that he/she executed the same as the act and deed of said firm of _____, for the uses and purposes mentioned therein.</p> <p style="text-align: right;">_____ Notary Public</p>
<b>ACKNOWLEDGEMENT BY CORPORATION</b>	<p>STATE OF _____ ) COUNTY OF _____ ) ss.:</p> <p>On this _____ day of _____, 20____, before me personally came</p> <p>_____, to me known who duly being sworn, did depose and say that he/she resides in _____; that he/she is the _____ of _____, the corporation described in and which executed the foregoing instrument; that he/she knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal, that was so affixed by the order of the Board of Directors of said corporation, and that he/she signed his/her name thereto by like order.</p> <p style="text-align: right;">_____ Notary Public</p>

## **EXHIBIT D**

### **HOLD HARMLESS & RELEASE AGREEMENT**

The undersigned, on behalf of Permittee (or itself, if signing only in its individual capacity) and its officers, members, invitees and guests agrees to indemnify and hold the Church, its ministers, employees, agents, members, volunteers and governing board harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Facilities. Further, the undersigned, on behalf of the Permittee's organization (or itself if signing only in its individual capacity) and its officers, members, invitees and guests recognizes and agrees that the Church, its ministers, employees, agents, members and governing board, volunteers and insurers of any and all of them (collectively referred to as "Releasees"), shall not be liable nor responsible for any damage or loss to person or property arising out of or in any manner related to the use of Church's facility, property, furnishings or equipment by the Permittee and Permittee's invitees, or in the presence of the Permittee, on Church's premises. The undersigned further agrees on behalf of the Permittee's organization (or itself if signing only in its individual capacity) and its officers, members, invitees and guests, to defend, indemnify and hold harmless Releasees from any and all demands, claims, causes of action, and suits of any nature for any damage or loss to persons or property, of whatever cause, and even if due to the sole or concurrent negligence or strict liability of any or all of the Releasees, including payment of all costs and attorneys' fees incurred by Releasees, arising out of or in any manner related to use of Church facilities, equipment, furnishings or property by Permittee or the Permittee's organization (or itself if signing only in its individual capacity) and its officers, members, invitees and guests; and further agrees to promptly indemnify and reimburse Church on a replacement cost basis for any loss or damage to Church facilities, property, furnishings or equipment in any manner caused by Permittee or the Permittee's organization (or itself if signing only in its individual capacity) and its officers, members, invitees and guests and to indemnify and reimburse Releasees for any and all costs and attorneys' fees incurred by any of the Releasees related in any manner to enforcement of the terms of this Agreement.

***PERMITTEE NAME:*** \_\_\_\_\_



By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

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