



# OUTSIDE GROUPS ROOM-USE FORM

Application for use of church facilities by outside groups

Revised 9/1/2024

**ALL APPLICATIONS MUST BE TO THE CHURCH OFFICE AT LEAST 30 DAYS PRIOR TO YOUR EVENT**

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

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

Purpose of Organization: \_\_\_\_\_

Contact Person (responsible for fee): \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Purpose for the use of facility: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Ending Time (including clean-up, must be done no later than 10pm): \_\_\_\_\_

Is this a request for recurring use? Y  N  If yes, for what frequency & duration? \_\_\_\_\_

# of Adults: \_\_\_\_\_ # of Children: \_\_\_\_\_ Will refreshments be served? Y  N

## FURNITURE OR EQUIPMENT REQUESTED:

# of Chairs: \_\_\_\_\_ # of Tables: \_\_\_\_\_ Sound: \_\_\_\_\_ Media: \_\_\_\_\_

(You are responsible **for leaving the space used as you found it** returning all tables and chairs to their original place unless custodial services are arranged to do this for you.)

## SPECIAL SERVICES:

- If you would like to request **sound, media**, or use of the **kitchen**, you **must request the assistance of our ministry team** or teams who are in charge of those areas through the church office and make appropriate arrangements with them directly. Only our trained teams are allowed to operate our church’s technical equipment, and the use of the kitchen requires training by a kitchen team member or the presence of someone who is trained to use our kitchen, and who has a current Food Handler’s Permit that is posted in the kitchen. **Before using the kitchen, the applying group must provide the church with a copy of a valid Food Handler’s Permit and it must remain posted through the duration of approved use. No exceptions on the Food Handler Permit Requirement.** It is the responsibility of the group requesting the space to clean up the kitchen and abide by all kitchen policies as expressed by our personnel.
- A minimum fee of \$80 will be assessed for qualified and approved sound, media, custodian and/or kitchen ministry assistance. If service rendered is over 2 hours, the fee is an additional \$40 per hour.

**ROOM SET-UP:**

If you need set-up, **(prior approval is needed for custodial help)** and an additional fee will be assessed. This must be approved in writing on the application with the fee documented.

Our custodian will be available for a brief orientation to show approved applicants where chairs, tables, trash dumpsters and nearest bathrooms are, as well as other items of relevance that have been approved for use.

**Diagram of Room Set-Up:**

**COMMENTS / SPECIAL REQUESTS:**

Special Permission for Eating in Non-Designated Areas: \_\_\_\_\_

Special Permission for Decorations: \_\_\_\_\_

Other Comments: \_\_\_\_\_

**FEE SCHEDULE WORKSHEET:**

These fees will help towards the cost of maintenance, upkeep, utilities and the staff support needed to make the building available to you. **For this application to be considered, you need to place a check mark next to the room(s) that you would like to use, and circle the cost associated with that space based on the number of hours you'd like to use the space.**

| ✓ | <b>Room</b>   | <b>Capacity</b><br>(w/tables & chairs /<br>Just people) | <b>Cost</b><br>0-2 hrs. min. / Additional Fees Per Hour |
|---|---|---|---|
|   | <b>Great Hall (Gym)</b>                                       | 398 / 854   | \$200 / \$50 Per Hour <b>After 2hrs</b>                 |
|   | <b>Social Hall</b>  | 124 / 267   | \$100 / \$50 Per Hour <b>After 2hrs</b>                 |
|   | <b>Emma Linn Room</b>   | 38  | \$25 / \$15 Per Hour <b>After 2hrs</b>                  |
|   | <b>Library</b>  | 34  | \$25 / \$15 Per Hour <b>After 2hrs</b>                  |
|   | <b>Classrooms</b>   | 37 /49  | \$25 / \$15 Per Hour <b>After 2hrs</b>                  |
|   | <b>Kitchen</b>  |   | \$200 / \$50 Per Hour <b>After 2hrs</b>                 |
|   | <b>Coffee Room</b><br>(you must furnish your own<br>supplies) |   | \$50  |

**ROOMS AND APPLICABLE FEES:** \$ \_\_\_\_\_

Please remember that you need to work with our Church Secretary to secure at least one of our staff members to assist you if you would like to use our Kitchen, Sound System or Media Equipment.

**Kitchen Personnel Fees: \$80 minimum (0-2) hours than \$40 per hr. :# of hours: \_\_\_\_\_ \$ \_\_\_\_\_**

Name of SCC Kitchen Person who will train / work your event: \_\_\_\_\_

**Media Personnel Fees: \$80 minimum (0-2) hours than \$40 per hr. :# of hours: \_\_\_\_\_ \$ \_\_\_\_\_**

Name of SCC Media Person who will train / work your event: \_\_\_\_\_

**Sound Personnel Fees: \$80 minimum (0-2) hours than \$40 per hr. : # of hours: \_\_\_\_\_ \$ \_\_\_\_\_**

Name of SCC Sound Person who will train / work your event: \_\_\_\_\_

**Assessed Custodial Fees: \$80 minimum (0-2) hours than \$40 per hr. : # of hours: \_\_\_\_\_ \$ \_\_\_\_\_**

**Sub-Total:** \$ \_\_\_\_\_

**Total Cost:** \$ \_\_\_\_\_

If you are not able to pay the cost, what can you pay? \$ \_\_\_\_\_

**FOR WEDDINGS & FUNERALS, PLEASE ASK FOR THE WEDDING & FUNERAL FEE SCHEDULE**

## SCC Building Use Policy Guidelines

The people of this church acknowledge this building to be the house of the living God, to be used to Glorify God, Jesus Christ, and the Holy Spirit. We make our facilities available to other non-profit groups in the community on a usage with rates basis. We reserve the right to deny the use of our facilities to groups whose purpose and activities are deemed incompatible with the values of the Silverdale Community Church or when requested use interferes with the church's use of the facilities.

1. Applicants are responsible for door security. All outside doors shall be kept locked, unless a guard is posted. The door shall be guarded while people are entering and when they are leaving. Only the applicant's attendees shall be allowed to enter the building. Church personnel and members will let themselves in.
2. The contact person for the event will be given an alarm code and instructions. The person must sign in on the log by the Office door upon arrival. If it is outside of Office Hours, the person must check out a key in advance. Use the alarm code to disable the alarm when first entering. When all guests have left, the contact person must make sure no one else is in the building and use the code to set the alarm.
3. Church facilities may not be used for any commercial or profit-making activity
4. Applicants are to leave chairs, tables, wall decorations and other equipment in the same position and condition they were found, and leave the room clean. Applicants are required to remove trash after use of the facility. A dumpster is located at the south-side of the building. The key to the dumpster is in the kitchen.
5. Decorations or applications of material to walls/ceilings/floors and fixtures will only be allowed with prior permission specifically written on the application by authorized church personnel.
6. Applicants may not use any materials and/or supplies found in the rooms they are using. **UNLESS SPECIAL APPROVAL IS GIVEN by Authorized Personnel.**
7. Applicants may only use those spaces specifically approved on the application.
8. Profane language, possession or use of intoxicating liquor or drugs, boisterous conduct, betting or other forms of gambling shall not be permitted on church premises.
9. Smoking is prohibited inside all buildings and within 25 feet from all exterior entrances.
10. The Sanctuary, Chapel, and Prayer Room are primarily for prayer and pastoral use. Pastoral approval must be given for the use of any of these areas of the church.
11. No food or beverages are permitted outside the Kitchen, Social Hall, and Great Hall (gym), unless specifically approved on the application by authorized personnel.
12. Room assignments, on rare occasion, may be changed should the church have need of a given room temporarily or permanently.
13. All children must be adequately supervised (in accordance with church policy) by responsible adults. No running or jumping on premises except for authorized sports events in the Great Hall. Skateboarding is not allowed on the Silverdale Community Church property. The applicants or adults responsible for your event are responsible for the proper and legal conduct of all people attending the event.
14. Approved applications for the use of church facilities are revocable and shall not be considered as a lease.
15. All non-SCC groups must sign a release of liability prior to using the church facility. If your group has its own insurance it is your responsibility to name Silverdale Community Church as an additional insured for the time period you will be using our building and provide a copy of this to our church office prior to your event.
16. **A \$250 cleaning/damage deposit is required at the time of application** and will be **refunded after the event if there are no excess cleaning need and or damages** and **ALL KEYS are returned (Key Replacement is \$50 per key.)** Your group is responsible for paying for all costs. The check for this deposit will be held until AFTER the event and returned if all is in order.

Building use policy read and agreed to by \_\_\_\_\_ Date: \_\_\_\_\_

If children, youth and or vulnerable adults will be a part of your group function, please request a copy of our safe church policies and initial here that you have received them and are willing to abide by them. \_\_\_\_\_ Date: \_\_\_\_\_

### AGREEMENT

The undersigned hereby makes an application to the Silverdale Community Church for the use of the church facilities described on the previous page and certifies that the information given on this application is correct. The undersigned further states that they have the authority to submit this application and agree to serve all rules and regulations of the church while using its facilities.

The applicant agrees to exercise the utmost care in the use of the church premises and property and to hold Silverdale Community Church and its representatives harmless from all liability resulting from the use of said facilities or equipment and further agrees to use only those facilities listed on the previous page. The applicant further agrees to stand financially responsible for all excessive cleaning and or damages that arise as a result of their use of the facilities or equipment of Silverdale Community Church. In the case of excessive cleaning or damages due to applicant use, the Church is responsible for contacting the applicant within seven (7) days and the applicant is responsible for covering the cleaning and or repair costs within 7 days of notification.

- All fees are made payable to Silverdale Community Church before the room(s) is used.
- The agreement is not final until payment is received. All fees need to be paid in cash, cashier's check or money order at least 2 weeks prior to your event and to remain on the calendar and meet in our facility.
- The Church office will let you know how you can gain entry into the building.
- If you are the last group in the building, you are responsible for securing the facilities and setting the alarm system.
- If your room(s) use is recurring, your full payment for the upcoming month needs to be received by the church by the 25<sup>th</sup> of the month preceding it for you to use the building. If your payment is not received, we will interpret this as a cancellation of the space and expect you to return the key we've checked out to you immediately.
- If we check out a key or keys to you, you are responsible for returning all keys at the end of the your event, or due to non-payment to the church office, or to the locked metal box outside the church office door.

The applicant agrees with the terms of this application and agreement with Silverdale Community Church and the applicant's signature verifies receipt of a copy of this agreement. The applicant agrees to report any damage or noted discrepancies to the church the next working day after utilization of the facility.

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

Signature of Trustee or Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

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**OFFICE FILL IN/USE:**

Date Application was received in the Church office: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Trustees Recommendation: Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Comments: \_\_\_\_\_

Total Fees Due: \$ \_\_\_\_\_ Applicant Notified on: \_\_\_\_\_

Fee Received on: \_\_\_\_\_ Key needed: Y  N  Code needed: Y  N

Security Walk-through Training done by: \_\_\_\_\_ Date: \_\_\_\_\_

Key received back on: \_\_\_\_\_ Damages reported by: \_\_\_\_\_