

**OUTSIDE GROUPS ROOM-USE FORM**

Application for use of church facilities by outside groups

Revised 6/27/2023

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): \_\_\_\_\_

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

(Please refer to #11 on the SCC Building Use Policy Guidelines for eating/drinking)

**FURNITURE OR EQUIPMENT REQUESTED (how many):**

# 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.)

✓ For use of: Flatware \_\_\_\_\_ Dishes \_\_\_\_\_ Glassware \_\_\_\_\_ Linens \_\_\_\_\_

**SPECIAL SERVICES:**

- If you would like to request **sound, media**, or use of the **kitchen**, it is our policy that you 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 the presence of one of our kitchen team members who is trained to use our kitchen and who has a current Food Handler's Permit that is posted in the kitchen. No exceptions. It is the responsibility of the SCC ministry requesting space to clean up the kitchen and abide by all kitchen policies as expressed by our personnel. \*\*
- A minimum fee of \$50 will be assessed for qualified and approved sound, media and or kitchen ministry assistance. If service rendered is over 2 hours, the fee is an additional \$25 per hour.

\*\* If special privilege is granted for groups to use the kitchen for recurring se with a person in their group desiring to be the approved kitchen overseer, the group must have least one person present in the kitchen at all times who has a Food Handler's Permit and has been trained on use of the equipment by a SCC Hospitality Committee Member. 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.

**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. (Custodial fees are already included with groups requesting use of the Great Hall, Social Hall & Kitchen)

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**2011 FEE SCHEDULE WORKSHEET:**

These fees will help towards the actual 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.**

✓	Room	Capacity (w/tables & chairs / Just people)	Cost 0-2 hrs. min. / 2-4 hrs. / 4-8 hrs. day
	Great Hall (Gym)	398 / 854	\$100* / \$150* / \$250*
	Social Hall	124 / 267	\$75* / \$100* / \$150*
	Emma Linn Room	38	\$15 / \$30 / \$60
	Library	34	\$15 / \$20 / \$60
	Classrooms	37 / 49	\$15 / \$20 / \$60
	Kitchen		\$100* / \$150* / \$200*
	Coffee Room (you must furnish your own supplies)		\$25

\* Custodial fee's included.

**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: \$50 minimum (0-2) hours than \$25 per hr. : # of hours: \_\_\_\_\_ \$ \_\_\_\_\_**

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

**Media Personnel Fees: \$50 minimum (0-2) hours than \$25 per hr. : # of hours: \_\_\_\_\_ \$ \_\_\_\_\_**

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

**Sound Personnel Fees: \$50 minimum (0-2) hours than \$25 per hr. : # of hours: \_\_\_\_\_ \$ \_\_\_\_\_**

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

**Assessed Custodial Fees: \$50 minimum (0-2) hours than \$25 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 THE WEDDING & FUNERAL COORDINATOR(S) ABOUT FEES.**

**SCC Building Use Policy Guidelines**  
(Highlighted information is relevant for SCC Ministries)

The people of this church family 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 cost-reimbursement 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. Church functions have priority over community requests.
2. We do not permit our facilities to be used for any commercial or profit making activity.
3. Applications for the use of facilities must be in the office by the first Wednesday of the month. Last minute applications are not guaranteed to be processed in time for your event.
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.
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.
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 prohibited 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. If special custodial services are required, this will be an additional charge that will need to be agreed on between the group and the custodian.
17. A \$50 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. Your group is responsible for paying for all costs. Damages and losses that exceed the \$50 deposit caused by your group.

**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: \_\_\_\_\_

## **SILVERDALE COMMUNITY CHURCH SAFETY PROCEDURES—ESTABLISHED NOVEMBER 2022**

\*For the safety of all it is important that the following rules are followed consistently at all times. \*

### **Sunday Morning Safety and Security Practices**

Doors by the office (facing Ridgetop Blvd.) and doors by the Great Hall will only be open 8:45-10:35 for entry to Sunday School and Worship. After 10:35, the only outside door that will remain unlocked is the one into the Sanctuary (facing Silverdale Way)—this door will be locked at the end of the worship service. This allows volunteers to monitor entries and still participate in the worship service. When doors are locked, people can still exit through these doors, but cannot enter from the outside. If people arrive later than 10:35, it is suggested that they park close to the sanctuary doors. (Signs with arrows will be posted by the office and Great Hall doors directing people to the sanctuary door.)

Valet PARKING on Sundays: If congregants have limited mobility and are uncomfortable walking across the parking lot, they are invited to drive to the turnaround in front and a Parking Lot Team Member will park their car. When congregants leave, they may ask one of the Outside Parking Lot Team to walk with them to their car.

### **Food and clothing will only be given out at designated times as follows:**

- Food Bank —currently Tuesdays 3:00-3:45 pm (thru Dec. 2022)
- Hallowed Grounds Café hours— to-go meals and food bank items are available Tuesdays 4:00-5:00 pm in the back of the Great Hall
- Clothing Bank posted hours—currently Tuesdays 3:45-5:00 in the back of the Great Hall and Thursdays 10:30-noon when a Clothing Bank volunteer is present—entry by buzzing office
- For Congregants only —food and clothing may be accessed during fellowship time after Sunday worship if Food and Clothing Bank volunteers are available.
- Snack Bags (and Bus Tickets as available)—available at any time as long as there are two volunteers or employees present—these are to be handed to those in need at an outside door. (Other food and clothing are only available at times listed above.)

**Prayer requests from non-Congregants--** If someone comes to the door and wants prayer, a pastor will be contacted to pray with them. If a pastor is not present but there are two volunteers present, they can pray with the person. Non-congregants should not be left alone in the building.

**No vehicles or street people are allowed to park/sleep overnight on church property.** (Exception is when the Emergency Shelter is open and following the shelter rules.) Employees and church members will call the police (911) immediately for the safety of all.

**Any event:** that we have (Kiwans, Tai Chi class, TOPS, Bible study groups, receptions, etc.) must follow the following rules: Doors will be secured and/or monitored by a member of the group as people arrive, then locked once an event starts. Groups should only let group members and congregants in the outside doors.

**If there is a confrontation** with someone who is not supposed to be on the grounds or in the building, it needs to be reported to the police immediately by calling 911, even if it is not an emergency.

## AGREEMENT

The undersigned hereby makes 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: \_\_\_\_\_

-----  
**OFFICE 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: \_\_\_\_\_ Applicant Removed from Calendar on: \_\_\_\_\_

Key needed: Y  N  Code needed: Y  N

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

Key received back on: \_\_\_\_\_ Code deleted on: \_\_\_\_\_

Damages reported on: \_\_\_\_\_ Cleaning & Damages covered by group on: \_\_\_\_\_