



Key Loaned: _____

5950 E. Willow Street, Long Beach, CA
90815 Telephone: (562) 598-2451
Email: office@losaltosumc.org
Website: www.losaltosumc.org

Facilities Use Agreement

Name of Requestor/Organization: _____ ("Requestor")

Is the Requestor/Organization a Nonprofit 501(c)(3)? Yes _____ No _____
(If yes, please provide a one-time copy of proof of your 501(c)(3) status)

Responsible Person(s): _____

Address: _____

City: _____ Zip: _____

Event Contact Person: _____ Email: _____

Phone: _____ (Optional) Secondary Phone: _____

Event Frequency: Single Use _____ Weekly _____ Monthly _____ Other: _____

Set Up Time: _____ Start Time: _____ End Time: _____ Clean Up/Completion Time: _____
(please note all event clean up should conclude no later than **10:00 p.m.**)

Date(s) & Time(s) of Events(s) covered by this Agreement:
(please note any events on weekends will include an additional fee)

Areas Requested:

____ Sanctuary	____ Heritage Hall	____ Fellowship Hall *The Fellowship Hall is not available for Saturday events.
____ Heritage Hall Conf. Rm.	____ Choir Room	____ Chapel
____ Large Parking Lot	____ Rooms 21-24	____ Summit

Describe in detail the type of event you will be hosting at LAUMC:

Anticipated Number of the Organizations Staff & Participants (not including audience): _____

Total Number of anticipated attendees: _____

Will food or drink be consumed? Yes _____ No _____

*(Only catered food is allowed in the Fellowship Hall and Heritage Hall. **No cooking is allowed.** No food allowed in the Sanctuary, only water. Please note that alcohol, tobacco, or mind-altering substances are NOT permitted on the church property).*

Equipment Needs

(Please check what you are requesting. Availability is not guaranteed. Some items may only be available in certain rooms or may incur an additional staffing fee.)

☐	Reception Table at Entrance
☐	Chairs # _____
☐	Easels # _____
☐	Round Tables # _____
☐	8-Foot Tables # _____
☐	Audio/Visual (A/V in the Sanctuary and HH requires church A/V Tech at hourly fee)
☐	Other: _____

Will tickets be sold or admission charged for your event? _____ Yes _____ No

If tickets will be sold or admission charged, how will the proceeds be used?

(Required to ensure compliance with LAUMC's nonprofit tax-exempt status. Please be specific.)

Do you have a website or social media account where your event is advertised and/or tickets sold? Please share that information so we can promote it, if appropriate:

Website: _____	Instagram: _____
Facebook: _____	Other: _____

So that all LAUMC members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Facility Use Agreement form. A copy of the signed form will be returned to you once approved.

Pursuant to this Agreement, it is agreed that the Organization may use the rooms, facilities and equipment of the Los Altos United Methodist Church ("LAUMC") based on the following policies, terms and conditions:

1. Building use activities fall under the oversight of LAUMC's Board of Trustees. No commitment for building use is finalized until a Facilities Use Agreement has been approved and executed through the church office. When possible, we will attempt to make our facilities available to local organizations and individuals for one-time or short-term usage, but our first priority is congregational programs and membership needs. Priority is then given to non-profit groups that are supported by LAUMC; and finally, to other non-profit organizations. Exceptions to these rules may be made on a case-by-case basis.
2. Organizations using LAUMC facilities must confine themselves to the areas provided for in their specific Facilities Use Agreement and will not exceed the capacity limits of requested facility areas. Organization acknowledges that it is aware of the maximum lawful room capacities and will abide thereby. Organization will not interfere with any other uses or activities of LAUMC.
3. Organizations using LAUMC facilities must abide by the time frame in their specific Facilities Use Agreement. Organization will not remain in any facility areas after the allotted time, including LAUMC parking lots.
4. Organization's users may not take tables and/or chairs, and/or other items from other rooms, buildings, or other areas of church facilities and property.
5. No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of this congregation and the United Methodist Church.
6. This Agreement grants a personal license only, and does not create a tenancy. It may not be assigned to or used by any other organization or person. It may be revoked or canceled by the Church without liability at any time for any reason. If this Agreement is canceled by Organization, a cancellation charge will be paid to LAUMC.
7. The rooms, facilities and equipment will be **left in the same condition or better** following the event. In the event of damage to LAUMC facilities or property caused by Organization or representatives, Organization shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by LAUMC's Board of Trustees or their designee and shall pay LAUMC for such repair and replacement costs upon demand. With regards to the movable walls in Heritage Hall, ONLY LAUMC staff may move these walls due to proper utilization and safety concerns.
8. Organization agrees not to violate any applicable laws, regulations or ordinances, and will pay any and all fines, penalties, taxes, and increased insurance premiums, if any, in any way arising out of such use. Organization represents that it is licensed and legally authorized to conduct the event(s) contemplated hereunder.

9. There will be NO SMOKING nor ANY USE of any alcoholic beverages or mind-altering substances on the LAUMC property (including parking lots) at any time. No LAUMC property will be used for any political purposes. No device which produces flames, sparks, smoke, or explosives may be used in the buildings or on the LAUMC property. Organization is responsible to keep the LAUMC property clean of trash, etc. as a result of their usage.
10. Organization agrees to conduct its activities and to supervise and control its participants in all ways consistent with the primary use of said facilities as a church and to prevent any use or conduct which would interfere in any respect with the religious status and use of LAUMC and its property.
11. For events including children and youth, Organization must provide adequate adult supervision for all usage.
12. The transfer or passing on by any authorized group or organization of permission to use LAUMC facilities to any other organization or persons is strictly prohibited.
13. Organization agrees to defend, indemnify and hold harmless LAUMC, its officers, members, clergy, staff, agents and volunteers from all claims, losses, costs, obligations and liabilities for injuries to any person or for damages to or loss of property of any kind in any way arising out of Organization's use hereunder, whether or not arising from any negligence, fault or legal liability of LAUMC or its officers, members, clergy, staff, agents or volunteers.
14. The Organization, and anyone invited to the property by the Organization, are not to touch any audio visual equipment, sound systems, monitors/televisions, etc. If you require A/V services, they are available through LAUMC for an additional fee.
15. Organization will return the key (if one is issued) within 24 hours after the conclusion of the event.
16. **In the event of an injury or incident during your event, an Incident Report (available from the LAUMC office) must be filled out and submitted within 24 hours of the incident. Key elements to include in the report are the date, time, and location of the incident, a detailed description of what occurred, any injuries or damages sustained, and the names of individuals involved and/or witnesses. If the police were present, please include a copy of the police report receipt. Also, please provide all photos taken at the incident from all parties.**
17. Organization, as a condition of its use, will provide LAUMC at least seven (7) days prior to its use hereunder a certificate of insurance (naming LAUMC as an additional insured) giving evidence that Organization will be covered during the event(s) by a policy or policies of insurance providing at least: Comprehensive General Liability, minimum \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage, including Blanket Contractual Products Liability (if food is to be served at Organization's event(s) and Workers' Compensation coverage (if applicable); and, if Organization is a corporation, written evidence of Organization's non-profit status under I.R.S. Section 501(c)(3); and such other items as may be reasonably requested by LAUMC hereunder.

18. Other: The church has liability insurance from which you may buy a single day policy. For further information, please contact the LAUMC church office. Our office hours are Mon.-Thurs., 10:00a.m. to 2:00 p.m. If there are any problems during your event, please call (562)598-2451 (or (714)732-3330 Fri.-Sun.) immediately.

This Agreement is applicable to use of LAUMC's facilities by an group, organization, including individuals. It is by no means intended to cover every face of use of LAUMC facilities. This policy supersedes all prior oral or written statements or agreements regarding the specific subject matter herein. No LAUMC representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facility Use Agreement without express written approval.

Requestor agrees to pay \$ _____ for the facilities/services requested in this Agreement as negotiated.

A 50% Deposit is due at the time of signing this Agreement. Subsequent payment is due on or before the date (or final date) of the event.

If you'd prefer to pay online, we kindly ask you to pay a 3% convenience fee. You can access our online giving portal via this QR code. Please select "Event Fees" and write your name and date of your event in the memo. Please send a copy of your receipt to the church office for us to verify.



Requestor has read this Agreement and agrees to the terms and conditions within:

Signature: _____ Date: _____

Print Name: _____

Phone: _____ Email: _____

For Los Altos United Methodist Church Staff:

Signature: _____ Date: _____

Print Name: _____