*Please type or print legibly*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LOGISTIC INFORMATION | | | | | | | | | |
| Use (event, program, etc.) Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Qualified non-profits and individuals may use the hall for community events that are not for profit and do not support a political candidate.*  *Events that are “for profit” or are supporting a candidate for public office are not permitted* | | | | | | | | | |
| Briefly describe the nature of the event or program (i.e., recovery group meetings, youth club meetings, concert, reception, party, dance, lecture, etc.): | | | | | | | | | |
| For ONE TIME or LIMITED use:  Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Set up start time \_\_\_\_\_\_\_\_ Event start time \_\_\_\_\_\_\_\_  Event end time \_\_\_\_\_\_\_\_ Lock up time \_\_\_\_\_\_\_\_  Table / Equipment delivery day and time \_\_\_\_\_\_\_\_\_\_\_  Pick-up day and time \_\_\_\_\_\_\_\_\_\_\_ | | | For REGULAR (ONGOING) use:  Day of the week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  End date/Renewal date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Set up start time \_\_\_\_\_\_\_\_ Event start time \_\_\_\_\_\_\_\_  Event end time \_\_\_\_\_\_\_\_ Lock up time \_\_\_\_\_\_\_\_ | | | | | | |
| What decorations are you planning? | | | | | | | | | |
| Will food//beverages be served? | | | | | | | | | |
| Will alcohol be served?  *See attached alcohol policy.* | Is there an admission charge or will tickets be sold for the event? | | | | Have you checked with ABC to see if you need to obtain a license? | | | | |
| Will alcohol be free or sold? | Will there be amplified?  DJ \_\_ Live musicians Other? \_\_\_\_\_\_\_\_ | | | | What space/s do you wish to use?  Parish Hall Parish Hall Kitchen  Chapel “Big Church” | | | | |
| What outside venders (if any) will be used (i.e., caterer, planner, etc.) | | | | | | | | | |
| How did you hear about us? | | | | | | | | | |
| CONTACT INFORMATION | | | | | | | | | |
| Name: | | | | | | | | | |
| Title/Position (if organization rep) | | | | | | | | | |
| Phone: | Alt. Phone: | | | Email: | | | | | |
| City: | State: | | | | | | | ZIP Code: | |
| ORGANIZATION INFORMATION | | | | | | | | | |
| Name: | | | | | | | | | |
| Address: | | | | | | | | Phone: | |
| City: | State: | ZIP Code: | | | | Website: | | | |
| EIN (*attach copy of nonprofit certification*): | | | | | | | | | |
| REFERENCES (required for regular/ongoing use applicants) | | | | | | | | | |
| Name: | Address: | | | | | | | | Phone: |
| 1) |  | | | | | | | |  |
| 2) |  | | | | | | | |  |
| I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.    Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| **OFFICE USE ONLY** | | | | | | | | | |
| Application Received (date): | | | Signed “Conditions of Use” received (date): | | | | | | |
| Deposit Received (date): | | | Deposit Returned (amount) (date): | | | | | | |
| Non-profit Certificate Received (date): | | | Insurance Certificate of Liability Coverage Received (date): | | | | | | |
| Volunteer for open/lock-up: | | | | | | | | | |
| Application Received By (signature): | | | | | | | Date: | | |
| Print Name: | | | | | | | Title: | | |

**Conditions of Use**  
*Please initial by each item below.*

\_\_\_ I/We agree to pay the required deposit (equal to the user donation) and the use donation agreed upon by the organization and the church, in accordance with the current rate schedule.

\_\_\_ I/We agree to provide written evidence of our **non-profit** status with the application for use of Good Shepherd’s buildings.

\_\_\_ I/We agree to provide, as part of the application, written certificate of $1,000,000 liability coverage naming “Good Shepherd Episcopal Church” as an “additionally insured”.

\_\_\_ I/We agree to follow the General Usage Guidelines for use of the Good Shepherd Episcopal Church property, which are attached to and made a part of this agreement.

\_\_\_ I/We understand that Good Shepherd Church will not provide any set-up or clean-up for our event/meeting. Any exception to this must be specifically arranged and agreed upon in advance.

\_\_\_ I/We understand that any damages will be paid from the deposit and that if they exceed the amount available from the deposit, I/we will pay the extra cost.

\_\_\_ I/We agree that no hard liquors will be used on Good Shepherd’s property, additionally to abide by the Diocese of California Alcohol Policy, which is attached to and made part of this agreement.

\_\_\_ I/We agree that any use of the kitchen facilities needs authorization from Good Shepherd’s staff.

\_\_\_ I/We agree to notify the office upon each change of group representative.

***Note:*** *This application is subject to cancellation within 24 hours if unavoidable emergencies make it necessary to use facilities specified for church purposes.*

**We have read and accepted the conditions of use stated above.**

**Organization name** *(If applicable):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Name** *(print):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature on behalf of group date***

**Office Use Only**

***Application For Use*** *received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Deposit of $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paid on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Returned on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Non-profit certificate received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Insurance certificate received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Accepted on behalf of Good Shepherd Church**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signature Title Date***

**General Usage Guidelines**

* **No Smoking –** No smoking permitted inside the building at any time for any reason. You may smoke outside, but you must put all cigarette butts in the provided cans – do not throw them on the ground
* **No Candles –** No candles may be burned at any time for any reason. In case of power outage, please use flashlight provided in the bathroom medicine cabinet.
* **No Animals –** No animals are allowed inside the building, with the exception of specially trained dogs for the disabled.
* **No children in the backyard** **or playgrounds**- Children are not allowed on the playgrounds (constructed by Little Hands School who are a separate entity from the church) or in the backyard at any time for any reason. Children must be supervised at all times.
* **Motorcycles** - All motorcycles must be parked on the street or in the parking lot across the street. Do not park motorcycles – ever- on any part of the church premises, including (but not limited to) concrete areas, patio/garden, lawn and sidewalks.
* **Bicycles -** All bicycles must be parked on the concrete areas only and must not block access to buildings
* **Furnace and Thermostats -** Follow the posted instructions for usage. In the interest of economy and saving energy, please keep doors closed while the heat is on.
* **Bulletin Boards –** Please add items only in the “Community” section (the two bulletin boards near the exit to Fifth Avenue). The remainder of the bulletin board space is for parish use.
* **Furniture -**  Keep the areas in front of all doors free of furniture and other obstacles. They are fire exits and need to remain accessible.

**Clean-up**

* **Kitchen Equipment Used –** If prior permission has been given to use anything in the kitchen, everything must be washed, dried and returned to their proper places.
* **Counter Tops and Stove -** If prior permission has been given to use the kitchen the stove and counter tops must be wiped down with the spay located under the sink.
* **Garbage/Recyclables/Compost -**  Please sort garbage, recycling, and compost. Garbage should be bagged and disposed of in the garbage bens near the ally. Recyclables and compost should be sorted and placed in the appropriate bens near the ally.
* **Dishwasher and Garbage Disposal** - Do not use unless your group is paying for full kitchen usage (Most groups are paying for “Continental” usage, i.e. beverages and cookies). In any case, only **VERY** small amounts of food may be put down the disposal – large amounts of food clog up our small pipes and cause back-up.

**Locking Up and Leaving**

* **Lights –** check that they are turned off.
* **Furnace –** Follow the posted instructions for usage.
* **Doors -** Lock all doors

***Only through your cooperation can we keep the Paris Hall functioning***

***In a manner that results in a pleasant and economical place to meet.***

**Good Shepherd Episcopal Church**

**1300 Fifth Avenue, Belmont, CA 94002**

**info@goodshepherdbelmont.org ~ (650) 593-4844**

**www.goodshepherdbelmont.org**

**Donation Schedule for Facility Users**

**REGULAR (WEEKLY) USER GROUPS**

**Regular (weekly) Use**

*For those groups with historic tie to the church, and who are currently meeting weekly (i.e., Friendship Circle and Recovery Groups). New regular user groups are subject to a license agreement in place of the following donation schedule.*

$250 monthly donation for Parish Hall only (beverage, “continental” food service only)

$135 monthly donation for Rebec House (beverage, “continental” food service only)

Damage Deposit: equal to one month’s donation.

*\* Donations assume a maximum use of two hours, inclusive of set-up and clean-up. Extended hours must be authorized in advance ((for extended hours for the event, including setup and/or cleanup, the requested donation is per two hours, and may be prorated if authorized by the vicar or senior warden).*

*\* Donations assume a limited use of the kitchen (beverage & “continental” service only).*

*\* Signed application and use agreement must be received, along with any additional requested documents (i.e., proof of non-profit status and liability coverage).*

*\* All use and any exceptions to the stated fees must be authorized by the Vicar and/or governing board of the church (“Bishop’s Committee”).*

*\* Signed application and use agreement must be received, along with any additional requested documents (i.e., proof of non-profit status and liability coverage).*

*\* The donation amount applies to months in which there are five meetings nights.*

**One-time Events for Regular (weekly) Users’ special events, memorials, etc.**

$150 donation per hour for Parish Hall only (beverage, “continental” food service only)

$250 donation per hour for Parish Hall with full use of kitchen.

$75 donation per hour for Rebec Hall (up to 24 people; beverage & “continental” service only)

Damage Deposits:

$250 for use of parish hall only

$500 for use of parish hall and kitchen

*\* Reservations include set-up and clean-up time.*

*\* Damage deposit equivalent to (in addition to) the donation is required to reserve the space.*

*\* All use and any exceptions to the stated fees must be authorized by the Vicar and/or governing board of the church (“Bishop’s Committee”).*

*\* Signed application and use agreement must be received, along with any additional requested documents (i.e., proof of non-profit status and liability coverage).*

*See kitchen use donation explanation on the following page.*

**ONE-TIME/INFREQUENT USE**

*Use of the space less than once a month are considered “infrequent” use and the following donation guidelines apply.*

**One-time Events for External Groups (excludes weddings and wedding receptions)**

$150 min. donation per hour for use of the Parish Hall only (beverage, “continental” food service only)

$250 min. donation per hour for Parish Hall with full use of kitchen

Damage Deposits:

$250 for use of parish hall only

$500 for use of parish hall and kitchen

*\* The completed application and damage deposit are required to reserve the space.*

*\* A completed application and use agreement includes any additional requested documents (i.e., proof of non-profit status and liability coverage).*

*\* A higher donation may be requested depending on the type and size of the group, the type of use, the length of time the space is used, and the ability of the group to pay.*

*\* All use and any exceptions to the stated fees must be authorized by the Vicar and/or governing board of the church (“Bishop’s Committee”).*

**KITCHEN USE DONATION EXPLAINED**

Whether using the kitchen for light continental service or making a donation for full use, the user group is responsible for providing its own supplies (including coffee pots, paper products, utensils, etc.).

Use of church supplies in the kitchen must be authorized in advance (this includes plates, utensils, items in the cabinets and drawers, etc. If authorized, the items must be appropriately cleaned and returned to their designated drawer or cabinet. Replacement or restocking of items may be deducted from the deposit, if needed.

Continental use means food that requires no on-site cooking and no significant clean up (disposable plates, etc.), and no use of appliances.

[Catering or “potluck” which is prepared offset and served from chafing dishes (i.e., the person providing the food does not use the kitchen for preparation, cooking/heating, and service) is not considered “full use”.

Full use means use of appliances (as authorized), or use needed for more extensive food preparation and requiring additional clean up; the requested donation offsets the wear and tear on the kitchen and appliances, as well as the cost of using the utilities (gas, water, etc.).]

**The Diocese of California Alcohol Policy**

**may be found online at:**

[**http://diocal.org/sites/default/files/media/PDF%20Docs/DioCal\_Alcohol\_Policy\_2016.pdf**](http://diocal.org/sites/default/files/media/PDF%20Docs/DioCal_Alcohol_Policy_2016.pdf)