

# PCC Facilities Usage Request

## To use the facilities

1. Receive approval from church staff and have event placed on the church master calendar. Requests will be evaluated according to the priorities of PCC. We only allow non-profit organizations to use our facility. In general, we do not grant permission for long-term non-PCC use.
2. Sign Facility Use Waiver.
3. Pay fees.
4. If a key is needed, please check one out from the church office and return it when you are done.

## Responsibilities

1. Adult supervision is required to use the facilities.
2. It is the responsibility of the person in charge to see that the room(s) are cleaned, including bathrooms. Leave rooms as you found them.
3. Throw away all garbage in the trash bin in the parking lot.
4. Turn off all lights and lock all doors.
5. The office alarm is on when the office is closed. In an emergency call 310-541-3220 or 310-326-9189.

Dates of Event \_\_\_\_\_ Today's Date \_\_\_\_\_

Event \_\_\_\_\_

Person Making Request \_\_\_\_\_ Sponsoring Group \_\_\_\_\_

Phone Numbers \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Day of the Week:  Mon.  Tues.  Wed.  Thurs.  Fri.  Sun. after 2:00 p.m. ONLY

Program Time \_\_\_\_\_ to \_\_\_\_\_ Total Occupancy \_\_\_\_\_

Set up beginning at \_\_\_\_\_ Clean up until \_\_\_\_\_

Room(s) Requested \_\_\_\_\_

## Additional Requests:

Microphones: \_\_\_\_\_ PowerPoint/DVD: \_\_\_\_\_ Are you serving refreshments: \_\_\_\_\_

How many mics? \_\_\_\_\_

## Fees

Worship Center-----\$125/hr (2 hour minimum)  
Fellowship Hall/Lounge -----\$75/hr (2 hour minimum)  
Kitchen -----\$150 (supervision required)  
Other Rooms -----\$50  
Custodian -----\$25/hr (2 hour minimum)  
Sound-----\$50/hr (2 hour minimum)  
Video technician -----\$50/hr (2 hour minimum)  
Kitchen Supervisor -----\$20/Hr (2 hour minimum)

No facilities are available on Wednesdays, Friday nights or Saturdays.

On Sundays the facilities are available from 2:00 pm. You may not arrive to set up until 1:30 pm at the earliest.

## Office Use Only

## Notes:

- Request Approved
- Request Denied
- Payment Received

## PENINSULA COMMUNITY CHURCH Outside Group Facilities Use Policy

God has given Peninsula a wonderful facility that we desire to use to glorify God and minister to the needs of our community, as we are able to do so. In light of that, we allow other non-profit organizations to use our facilities for their events when they do not conflict with the church schedule. The purpose of this document is to define and describe a policy for such facility usage by groups outside the Peninsula church family.

**Who may apply for use of PCC facilities?** The facilities of PCC may be made available for use by non-profit organizations for non-profit events that are consistent with the values of PCC.

**How do we apply for use of PCC facilities?** Groups desiring to be considered for use of PCC facilities must fill out a PCC Facilities Usage Request outlining:

- ✓ The name of the group or person making the request
- ✓ The date(s) and times requested for the event
- ✓ A description of the event
- ✓ Name of person who will be responsible on site at PCC
- ✓ Phone number and email address of responsible persons
- ✓ Time length of the event
- ✓ Number of participants expected to attend
- ✓ A waiver of liability form must be on file in the church office

**How are usage decisions made?** Upon receipt of a Facilities Usage Request, the PCC pastoral staff will decide whether or not to grant permission to the applicant and place the event on the PCC master calendar. All requests will be evaluated according to the values and priorities of PCC. PCC reserves the right to refuse usage to any applicant when a request is not deemed suitable. **The facility may only be reserved within six months of any event.**

**Are there limits placed on facility requests by PCC?** In general, PCC will allow a certain number of outside events per calendar year on a first come first served basis. No outside events will be scheduled at any time that would infringe on the ministry of PCC nor the ministry of SBECC.

- ✓ No facilities will be available for outside use on Wednesday or Friday nights.
- ✓ The facilities are not available after 4 pm on Saturdays. They are available on Sundays between 1:30 and 5:30 pm.
- ✓ Furniture in the Worship Center may only be moved with prior approval.
- ✓ The church custodian will not set up or take down tables or rearrange chairs or tables in any space used. Worship Center chairs must be returned to original set up before any outside group leaves.
- ✓ Facilities are not available for use in December and the weeks surrounding Easter.

**What will our responsibilities be if we are granted use of PCC facilities?** Groups using PCC facilities will agree to the following:

- ✓ Provide adult supervision (minimum of 1:10) for all events involving minors
- ✓ There is to be no food or beverages in the Worship Center during usage
- ✓ All food, beverages and refreshments should be consumed on the patio unless other arrangements have been made prior to use
- ✓ Clean all facilities used after event, including restrooms
- ✓ Leave all facilities as they were before use
- ✓ Put all garbage collected at the event in the trash bin on the east side parking lot
- ✓ If a key is needed, responsible party must check one out at the church office during normal business hours and return the key on the first business day after the event again during normal business hours
- ✓ Turn off all lights and lock all doors used

**Can PCC provide support services if needed?** Support services include but are not limited to sound amplification, audio and videotaping, DVD or slide screening and musical instruments. In general, PCC does not offer these services to outside groups. These functions are typically carried out by volunteer or contracted providers who are not always available at times requested by groups desiring to use the facilities. The group requesting facility usage can make these support service requests, but PCC makes no promises that we can accommodate those special service requests. It also needs to be noted that technicians supplied by PCC are the only technicians allowed to operate the technical support equipment in our facilities.

**What does it cost to use PCC facilities?** PCC does not desire to profit from the use of our facilities by outside groups, however there are costs involved and it is the desire of PCC to recover those costs wherever possible. Below is a suggested donation for facility usage:

* Worship Center (3 hour maximum for outside use)	\$125/hr (2 hour min.)
* Fellowship Hall/Lounge	\$75 per hour (2 hour minimum)
* Kitchen (supervision required)	\$150
* Other rooms	\$50
* Custodian	\$25 per hour (2 hour minimum)
* Sound or video technician	\$40 per hour (2 hour minimum)
* Kitchen Supervisor (required with kitchen use)	\$20 per hour (2 hour minimum)

**How do I request a Facilities Usage Request?** Groups may ask for a request form by calling the PCC office during regular business hours at (310) 377-4661. A form will be mailed or faxed to the responsible person whichever is preferred. A request form is also available on the church web site: [www.pccrpv.org](http://www.pccrpv.org)

PENINSULA COMMUNITY CHURCH  
Facility Use Waiver

In consideration of the use of the building, facilities, and adjacent property ("premises") owned and operated by Peninsula Community Church (the "Church") I make the following representations and agreements on behalf of all the individuals in my group or party as their authorized representative:

- 1) On behalf of my heirs, my executors, and myself and in like manner on behalf of all those who enter upon the premises as my or our invitees while we are utilizing the premises, I and we do hereby release and forever discharge, indemnify, and hold harmless the church, together with its elders, pastors, employees, and members from any and all claims of any kind and nature whatsoever, whether arising through negligence, intentional acts or omissions, or in any other manner. This includes all past, present, or future actions, causes of action, demands, claims, damages, costs, expenses and other compensation of any kind and nature which may arise out of our use of the premises. This extends to any injury, property damage, or other loss, which may be sustained by me, or any of our party while on the premises and otherwise participating in any activities on the premises.
- 2) I understand it is my responsibility to provide liability insurance for my group or event.
- 3) Further, I agree to assume all liability for any injury or damages that may arise from any accident or action that occurs on or about the premises in connection with our event and also agree to indemnify the Church and save the church harmless from all claims filed by parties injured or suffering damages from our activities on or about the premises. This also includes damage to any of the Church's property.
- 4) I understand that I am responsible for returning the facility in the same condition in which I found it which includes ensuring furniture is returned to its proper place, turning all lights off, closing windows as well as locking all facility doors.
- 5) The Church may impose and I agree to pay the cost of clean-up, janitorial, or repair services needed because of the event.
- 6) I have read this Waiver, Release and Indemnification Agreement and understand all of its terms.

No other promises or inducements, written or verbal, have been made to me or to our group, and I execute this Waiver, Indemnification and Release Agreement on my behalf and on behalf of others in my group.

I UNDERSTAND THAT SIGNING THIS AGREEMENT MAY PRECLUDE ME AND ANYONE IN MY GROUP FROM MAKING ANY CLAIMS AGAINST THE CHURCH, STAFF AND MEMBERS.

READ CAREFULLY BEFORE SIGNING

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