

The Episcopal Church in Huntington Beach

ST. WILFRID OF YORK

18631 Chapel Lane

Huntington Beach, CA 92646

(714) 962-7512 • fax (714) 962-4538

FACILITY USE AGREEMENT

St. Wilfrid's is pleased to make its facilities available to church ministries and the needs of the community, to the extent that its facilities are not needed by the church **in the event of a funeral, etc.** The St. Wilfrid's Vestry has established certain policies that must be adhered to by church ministries and community groups as follows:

1. **St. Wilfrid ministries and community groups** who wish to reserve space shall do so by submitting the Facilities Request Form to the Church Administrator. **Community groups** are required to submit a non-refundable deposit (see attached fee schedule.) Fund raising activities are not permitted without prior approval of the Vestry.
2. **Community groups** that use Church space shall pay the use fees contained in the Facility Use Fee Schedule attached hereto and made a part of the St. Wilfrid's Facility Utilization Policy.
3. Once space has been assigned, **ministries and community groups** shall execute a Facility Use Agreement, and pay the use fee required *prior to the date of the event*. Failure to execute a Facility Use Agreement, or pay the use fee will result in the forfeiture of the assigned space.
4. It is the responsibility of **the ministries and community groups** wishing to use the church space, and not the Church Administrator to ensure that a Facility Use Agreement has been executed and the use fee paid prior to the event.
5. Any **community group** that cancels Church space that has been assigned forfeits its non-refundable deposit.
6. **Church funerals take precedence over ministry and community group activities.** Every effort shall be made not to cancel space that has been approved for use by a **ministry or community group**. However, St. Wilfrid's reserves the right to cancel space reserved for a **ministry or community group** due to an immediate need of the space by the Church.
7. **Community groups** who utilize the facilities of the Church assume for themselves and their members responsibility and liability for damages and/or injury incurred by themselves, or their members and guests on the facilities during their use.
8. **Community groups** who utilize the facilities of the Church are required, pursuant to diocesan policy, to have a Certificate of Insurance on file with the church office, naming St. Wilfrid's as an additionally named insured, and the Episcopal Diocese of Los Angeles as loss payee in the amount of \$1,000,000.00.

9. Activities are limited to the room(s) or space assigned, except use of restrooms. If additional space is required, please contact the Church Administrator.

10. Events and/or meetings are to be held only during the assigned time periods. **Ministry and community groups** shall not alter or do set-up of the assigned space before the assigned time without prior approval of the Church Administrator.

11. **State law requires that in any organized gathering of minors there be one adult chaperone for every ten minors. Moreover, the adults are required to be present with the minors at all times. Every group that uses Church space must comply with this requirement.**

12. We ask that **community groups** respect our sacred space by not allowing food or drinks into our narthex, chapel or church. Water is permitted. To ensure compliance to this requirement, outside groups with more than 50 children or youth must also have adult supervisors at posted at each entry door.

13. **Community groups** using the air conditioning must ensure all doors remain closed while on. Groups found to have doors open or that leave the air conditioning on all night will forfeit part of their cleaning/security deposit to offset the increased cost of the utility bill.

14. Parking is limited to marked stalls only. Cars parked in red zones will be towed at the owner's expense.

15. **Community groups** are required to leave a \$100.00 cleaning/security deposit when renting the hall or sanctuary.

16. All **ministries and community groups** must leave the space in the manner as to which it was found. All tables and chairs must be moved back into the room, or, when applicable, all tables and chairs must be returned to the storage room, if pulled out. All trash must be taken out of the hall and placed in the trash bin behind the preschool.

I have read and agree to abide by the policies for use of the facilities at St. Wilfrid's Episcopal Church, Huntington Beach, California contained herein and made part of this Facility Use Agreement, between St. Wilfrid's and

This form must be completed along with an Event/Rehearsal/Meeting Request Form.

My signature is authorized by my organization/ministry requesting use of space at St. Wilfrid's.

Signature of Ministry or Organization

Signature for St. Wilfrid's

Ministry/Organization name

Date

Date

Address and Phone # for Contact

Facility Use Agreement

[June 19, 2014]