

Trinity United Methodist Church
490 Los Osos Valley Road Los Osos, CA 93402

APPLICATION FOR USE OF FACILITIES AND DONATION AMOUNT

Requestor: _____
Address of requestor: _____
Phone Number of requestor: _____
Date of event: _____
Brief description of your event: _____
Start Time/End Time of use: _____
Rehearsal dates and times, no extra charge for one (if applicable) _____

*Fellowship Hall and Kitchen - \$450. Kitchen only, for purpose of commercial use,
Sanctuary - \$350. First three hours \$350., \$150 additional hour.
Opal Room - \$150.
Fellowship Hall only - \$200.*

All fees/deposits need to be in the church office, one week before the event.
For all the above assume three hours use. There will be a \$50 an hour (or any part thereof) beyond three hours. Three hours is use time. It does not include decorating or set up time.

There will be an extra fee imposed for an attendant to operate the sound board, if needed.

*There will be a **\$100 cleaning/damage deposit**, separate check. Any damage will be your responsibility. Deposit will be returned provided the area is left as you found it.*

Please submit a copy of your liability insurance, which covers this event at this facility to the office.

*\$100 Refundable Deposit/Date: _____ Date Deposit returned: _____
Rental Fees for use of Facility: _____ Date Paid: _____*

Signature: _____

POLICIES FOR USE OF FACILITIES

The members and friends of the Trinity United Methodist Church of Los Osos are proud of our facility. We believe that our church is a vital part of our community, and we like to see it used for wholesome activities by people who will respect it as any guest would do in their own home.

Therefore, we would like to make you aware of what we expect of you.

1. We expect you and your guests to be responsible and respectful of our facility and its contents. The facility should be left in as good, or better condition than when you found it. This means tables cleaned and put away or left out (whichever way you found them.) Chairs should be stacked, garbage cans emptied in the dumpster in the alleyway and counter tops wiped down.
2. Heavy items such as the piano, altar, choir loft or items of this nature are not to be moved without permission from an authorized church representative.
3. An authorized church representative shall open and close the facility and be in attendance including any set up time and rehearsal.
4. If your group will need rehearsal time, be sure arrangements are reflected in your application for use.
5. **No smoking** is allowed in any part of our facilities.
6. **No alcoholic beverages are allowed anywhere on campus. This includes the parking lot** and any cars in the parking lot. If alcohol is suspected by church representatives at any time, the event will end immediately, and **no refund will be given**. Please remember **this is a church**. Be respectful to our rules. It is your responsibility to inform your guests that alcohol is not permitted and use of it shall jeopardize your event.
7. If your group includes children, you must have an adult assigned as a full-time supervisor of the children (other than the host).
8. If your event goes past 8:00 pm, you must provide a security guard for the remainder of your event. Security guard is not provided by the church. Proof of arrangements needs to be brought to the church office one week prior to the event date.
9. Please provide proof of insurance for your event.

Church office hours: Monday through Friday, 9:00 am until 2:00 pm.

Phone: (805) 528-1649

email: church@trinitylososos.org

Signature below says applicant has read and understands above policies and agrees to abide by them!

APPLICANT SIGNATURE _____

DATE _____