

**CHURCH USE APPLICATION & AGREEMENT**

*Forms must be submitted to the office staff 14 days before the event unless other arrangements are made.*

**APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Organization: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact 2: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

501(c)(3) Organization?  Yes  No Tax ID No. \_\_\_\_\_

Insured:  Yes, provide a copy of the Insurance Certificate  No, see the Release of Liability/Agreement

**EVENT INFORMATION**

Event Title & Description: \_\_\_\_\_

Day & Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set-up Time Prior to Event: \_\_\_\_\_ Clean up Time after Event: \_\_\_\_\_

One Time Event  Reoccurring Event  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup> Week of the month

Rooms Requested:

- Sanctuary  Social Hall  Kitchen  Fireplace Room  Mt. Baker Room
- Library  Chapel  Room 11  Rooms 12/14  Lobby

Will you serve food or drink?  Yes  No Is the event catered?  Yes  No

Do you plan to serve alcohol?  Yes  No *(See Alcohol Policy in Church Rental Policy)*

Do you plan to have childcare?  Yes  No *(Ask about our Safe Church Policy as related to childcare)*

Equipment Requested:  Piano  Sanctuary Sound System  Projector  Screen  Social Hall PA System  
 (Provided as available. Sanctuary sound system requires church audio/visual tech support, so must be arranged in advance. The organ is available only by special request.)

Set up Needs: \_\_\_\_\_

Attendance Expected \_\_\_\_\_ Charging for Entry?  Yes  No Price: \_\_\_\_\_

**CHURCH USE ONLY**

Date Received: \_\_\_\_\_

Application Approved?  Yes  No If No, reason: \_\_\_\_\_

Deposit Due: \_\_\_\_\_ Paid: \_\_\_\_\_ Total Facility Rent Due: \_\_\_\_\_ Paid: \_\_\_\_\_

Serving Alcohol Approved:  Yes  No

Hosts: \_\_\_\_\_

All groups and organizations are required to abide by the First Congregational Church Rental Policy related to the usage of the church facilities. This policy includes, but is not limited to, recognizing that First Congregational Church is an open and affirming church, welcoming all without regard to gender, race, ethnicity, economic or social status, or sexual orientation. A signed copy of the First Congregational Church Rental Policy is required.

**Release of Liability/Agreement to Hold Harmless:**

Those using the First Congregational Church facilities agree to release, protect, defend, indemnify and hold harmless the church and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses, including attorney's fees, directly or indirectly arising out of their use of any part of the First Congregational Church facilities. In the event of damage to the church property or facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the church Board of Trustees or their designee and shall pay the church for such repair and replacement costs upon demand.

**Insurance:**

For all gatherings not sponsored by First Congregational Church of Bellingham, the user may also be required to provide proof of a minimum \$1,000,000 liability insurance for the event naming First Congregational Church as additional insured. This certificate can be obtained by the user through their homeowner's or renter's insurance.

**Deposit/Payment:**

Payment of all fees and deposits must be made in advance of the function. Checks should be made out to First Congregational Church of Bellingham. Please submit a separate check for the damage/cleaning deposit. All deposits are refundable after the use in full unless it is determined that the terms of the agreement were not kept, and/or extra cleanup was necessary. The deposit will also be forfeited if the event is cancelled with less than one business week notice.

**Agreement:**

The User entered into this contract accepting of all conditions laid out in the Agreement, Hold Harmless and Church Rental Use Policy and will be held accountable for all items included in those agreements. The User has also provided the church with accurate contact information for the person in charge of overseeing the compliance with these agreements. Fees are quoted from information provided by user, additional set up, rooms, etc. may cost more. We reserve the right to charge more if event varies from what is stated on this agreement.

By signing below, I understand and agree to all the Terms and Conditions as they have been laid out in this form.

\_\_\_\_\_  
Print Name  
Rental Party or Authorized Representative

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name  
Authorized First Congregational Church Representative

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date