first congregational
UNITED CHURCH OF CHRIST
timeless worship + modern faith

2401 Cornwall Avenue, Bellingham, WA 98228
360-734-3720 • office@fccb.net

Church Use Application and Agreement

All deposits and fees must be submitted to the office 14 days before the event.

Applicant Information

Name of Applicant: Date of Request:

Organization:

Billing Address:

Phone: E-mail:

Contact Person: if different than applicant

Phone: E-mail:

501(c)(3) Organization? ❒ Yes. Tax ID No. _____ ❒ No
Expected attendance _____

Insurance: ❒ Provide *Certificate of Insurance (COI)* or ❒ Apply for Certificate of Insurance (COI)
❒ Sign the *Release of Liability/Hold Harmless Agreement* (on back)

Event Information

Event Title/Description: Day and Date:

❒ One Time Event ❒ Recurring Event: day_____❒ 1st ❒ 2nd ❒ 3rd ❒ 4th ❒ 5th week of the month

Requested Room(s) *with hourly rate*:

❒ Sanctuary/Narthex - $100 ❒ Social Hall/Narthex - $100 ❒ Chapel/Narthex - $75 ❒ Kitchen - $100

❒ Rooms 12/14 - $75 ❒ Fireplace Rm - $40 ❒ Mt. Baker Room - $40 ❒ Rm 11 - $40 ❒ Library - $25

Start Time (begin *Set-up*): _____ End Time (finish *Clean up*): _____

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

Do you plan to serve alcohol? ❒ Yes ❒ No (see our *Church Alcohol, Drug and Tobacco Policy)*

Damage & Cleaning Security Deposit ($250)

❒ (Acknowledged terms of refund noted in *Church Use Policy*)

Equipment Requested:

❒ Sanctuary Audio-Visual System and Technician* ($100/hr.)

**Only an FCCB-approved tech may run the Sanctuary AV system. An AV tech may not always be available. Request a minimum of 2 weeks in advance of the event.*

❒ Portable PA System ❒ Portable Projector and Screen ❒ Piano ❒ *The organ is available by special request.*

Set up Needs:

-- ***Church Use*** --

Date Received: _____ Event Invoice No. _____

Total Rental Fee	$_____	*Due:* _____	*Paid:* _____
Reservation Fee.	$ 100	*Due*: _____	*Paid*: _____
Balance of Rental Fee	$_____	*Due*: _____	Paid: _____
Damage and Cleaning Security Deposit	$ 250	*Due*: _____	*Paid*: _____

Insurance: ❒ COI ❒ Release of Liability

Serving Alcohol Approved: ❒ Yes ❒ No

FCCB Host: _____

❒ Event added to calendar

Application Approved? ❒ Yes ❒ No, reason:

_____

Signed Checklist Received ❒ Yes ❒ No Portion of Security Deposit Returned _____

First Congregational Church of Bellingham (FCCB)

All groups and organizations renting and using FCCB facility space (hereafter referred to as Renter) shall adhere to the Church Use Policy. The application and agreement must be signed to acknowledge the understanding and commitment to these terms and conditions.

First Congregational Church is an open and affirming church, welcoming all without regard to gender, race, ethnicity, economic or social status, sexual orientation, or gender identity.

Release of Liability/Agreement to Hold Harmless:
The Renter, and those using the FCCB facilities, agree to release, protect, defend, indemnify and hold harmless the church and its trustees, officers, employees, members and other representatives from and against 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:
The Renter shall 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 Renter through their business, homeowners or renters insurance agency, or a policy can be applied for through the church's insurance company.

Deposit/Payment:
A reservation fee of $100 is due with the application, which will be applied towards rental fees. A check for the balance of rental fees and a separate check for the Damage & Cleaning Security Deposit shall be submitted two weeks in advance of the event. All checks are to be made out to First Congregational Church of Bellingham. If these are not received, the event will be removed from the church calendar and the reservation fee will be forfeited. The Damage & Cleaning Security Deposit will be returned when the Church Use Practices and Checklist, signed by both parties, is returned after the event, the terms of the agreement were kept, there was no damage needing repair, and extra cleanup was not needed.

Agreement:
Renter enters this contract accepting of all conditions described above. The Renter has provided the church with accurate information for the Contact Person who will attend the event and be responsible for overseeing the compliance with these agreements. Fees are quoted from information provided by the user, additional set up, rooms, etc. may cost more. We reserve the right to charge more if the event occupies and uses more than what is described on this agreement.

By signing below, I understand and agree to all the Terms and Conditions described above.

Authorized Representative of the Rental Party:

Print name:	Sign name:	Date:

Authorized Representative, First Congregational Church

Print Name:	Sign Name:	Date: