



MOSCOW  
CHURCH OF THE NAZARENE

## FACILITY USE AGREEMENT

### Facility Use Request Guidelines and Procedures

1. All event requests by members (individuals listed on the official membership roll of Moscow Church of the Nazarene) or non-members must be approved by the Moscow Church of the Nazarene office.
2. Use of the facilities of the Moscow Church of the Nazarene may be requested by completing the **Facility Use Request and Contract** form and submitting it to the church office together with a **Damage/Reset Deposit** and this signed **Facility Use Agreement**. Members are exempt from rental fees, but all other policies apply. **Please note, a Certificate of Insurance must be received, and a walk-through completed before final approval of the reservation request can be granted and confirmed.**
3. All non-member requests for use of the facilities of the Moscow Church of the Nazarene will be considered on a first-come, first-served basis.
4. Unless stated within the approved Facility Use Request and Contract, the requestor does not have exclusive rights to the entire facility and other events may be occurring at the same time in other areas of the facility.
5. The facilities of the Moscow Church of the Nazarene exist to sustain and grow the ministries of the church. The ministries of the church have priority in reserving space and time in the facility. If more than one request is made for the same date, the order of priority is as follows:
  - a. Church programming, activities, events and ministries will always have priority.
  - b. Church member requests, including weddings or funerals will have second priority.
  - c. Non-member requests.
6. No reservation request is complete until all required forms and deposits are received, and a confirmation of the reservation has been sent to the requestor.

### GENERAL USE POLICIES

**The following policies are to be read, understood and adhered to by all users.**

1. Moscow Church of the Nazarene reviews all requests for use of their facility and reserves the right to approve or refuse rental at their discretion.
2. All users are to use only the rooms reserved for them due to the set-up, preparation and clean-up required for other events within the facility.
3. Moscow Church of the Nazarene approves all requests for use of their facility and reserves the right to refuse rental to any requestor deemed unsuitable.
4. The conduct of all persons attending programs is expected to be respectful of the environment of the church. When children are in attendance, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.
5. Smoking and the use of alcoholic beverages or illegal substances are not permitted on church property including parking areas.
6. The event organizers assume liability for damage to church property and agree to submit a certificate of insurance listing Moscow Church of the Nazarene as the additional insured. A copy of the certificate is required to be attached to this agreement, and shall remain in force for the duration of the event.

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7. The user is expected to leave the building reasonably clean and remove all items associated with their program immediately following the event. Moscow Church of the Nazarene assumes no responsibility for any equipment, merchandise or property left within the facility or on the grounds. This includes the shipments to and from the facility and storage of equipment and merchandise.
8. The furnishings and equipment (tables, chairs, etc) owned by Moscow Church of the Nazarene must be specifically requested on the Facility Use Request and Contract. Use of musical equipment must be approved by the Worship Pastor. Damages are the financial responsibility of the group using the furniture and equipment, and a security deposit is required at the time of reservation. If damaged, arrangements must be made for replacement or repair by the user group. If tuning of the piano is requested, this must be coordinated through the church office.
9. If furniture or equipment is to be moved, it must be requested on the Facility Use Request and Contract form and approved by the church office. Furniture must be moved under the supervision of church personnel to prevent damage to the building and church furniture and equipment. It is not permitted to take tables and/or chairs from rooms and/or areas of the church which are not included on the Facility Use Contract.
10. No furniture or equipment may be removed or used away from the church property.
11. Media equipment, i.e. TV/DVD, projectors, screens, and/or AV equipment is subject to availability and must be included in the Facility Use Request and Contract form. Additional fees may be assessed for use of AV equipment.
12. AV and sound equipment must be operated by church technicians approved and trained by the Media Director. Charges for technicians are listed on the fee schedule.
13. Use of the kitchen must be included in the Facility Use Request and Contract Form and must be approved by the Kitchen Coordinator.
14. Dining or the serving of food is limited to pre-approved designated areas. See ***Kitchen Usage Policy*** for further details.
15. Any signage required within the building should be coordinated with the Moscow Church of the Nazarene Communications Pastor.
16. No flyers, windshield advertising, or solicitation of any kind will be permitted on church property.
17. Nails, screws, tacks, glue or cellophane tape may not be used on the walls, floors, woodwork or furniture. Cables and electrical cords on the floor/ground must be secured with user provided cable channels and the appropriate tape for safety reasons.
18. There will be no decorations affixed to the walls, moveable partitions, or surfaces in the classrooms without the consent and approval of the Moscow Church of the Nazarene church office. No signs, banners, flags, streamers etc. are to be attached to or hung from any wall, post, or beam within or outside the church without the approval of the Facilities Manager.
19. All scenery or props must be free-standing. No nails, screws, or stage hooks may be used anywhere on the church premises without the approval of the Facilities Manager.
20. For the physical protection of the church staff and the facility, exterior doors will remain locked until the appointed set-up time for an event. The main weekday entrance to the facility is the South Entrance by the church office.
21. Moscow Church of the Nazarene fire codes prohibit the use of candles except for use in worship services. At no time should the user permit chairs, equipment, etc. to block or obstruct any aisles, entries, passages, halls, or openings required for the standard or emergency flow of people.
22. The Facility Use Contract is an exclusive agreement between Moscow Church of the Nazarene and the signed contracting entity. The transfer or passing on of permission to use church facilities to a third party or group is strictly prohibited.
23. The Facilities Manager shall have the right to determine and acquire the use of outside security and firemen in the event they are required. Charges for these services will be added to usage fees.
24. Any maintenance problems or damages should be reported to the Church Office immediately.

- 25. Failure to honor the above regulations may result in additional custodial and/or restitution fees.
- 26. A pre-event walk-through must be performed by the user and the Moscow Nazarene Facilities Manager two weeks prior to the scheduled event. Failure to perform the pre-event walk-through will result in forfeiture of the Damage/Reset Deposit.
- 27. A post-event walk-through inspection must be performed by the user and the Moscow Nazarene Facilities Manager to assess the condition of the building and equipment which was used and to verify that rooms and furnishings were returned to proper order. This walk-through and satisfactory resolution of any damage must be completed prior to the return of any and all damage deposits.
- 28. Any exceptions to these policies must be approved by the Executive Pastor and/or the Senior Leadership Team.

I have read the above guidelines, policies and procedures and agree to adhere to them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Hold Harmless Agreement for Non-Members**

In consideration of the permission to use the Moscow Church of the Nazarene facilities herein before described, the undersigned user hereby agrees to indemnify, defend and hold Moscow Church of the Nazarene harmless from and against any claims, actions, or demands alleging that Moscow Church of the Nazarene has any liability to any third party arising from the subject use of the facilities. Moscow Church of the Nazarene is not liable for any direct, indirect, incidental, special or consequential damages, including loss of profits, revenue, data, or use or cost of procurement of substitute goods or services incurred by user or any third party arising out of the use of the premises permitted herein. Such indemnity extends to Moscow Church of the Nazarene, its members, agents, employees, successor and assigns.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# FACILITY USE REQUEST & CONTRACT

**Section 1—To be completed by the ORGANIZATION making the request. Submit section 1 to MOSCOW NAZARENE CHURCH OFFICE for approval**

### Organization Information

Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Scheduling Information

Purpose of Event: \_\_\_\_\_  
Event Date: \_\_\_\_\_ Event start time \_\_\_\_\_ Event end time \_\_\_\_\_  
Setup Date: \_\_\_\_\_ Event setup start time \_\_\_\_\_ Event setup end time \_\_\_\_\_  
Alternative event date: \_\_\_\_\_

### Event Space/Support Services Information

Requested space (see fee schedule)

<input type="checkbox"/> Sanctuary **	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Nursery
<input type="checkbox"/> Parlor	<input type="checkbox"/> Choir room	<input type="checkbox"/> Teen Center
<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Classroom(s)	<input type="checkbox"/> Other (specify)

\*\*See Addendum

Initial one:

- \_\_\_\_\_ I will be responsible for ALL space clean-up and will return rooms to their original condition and setup after use
- \_\_\_\_\_ I will need custodial help with clean-up and resetting the room (this may require an extra charge)

Requested Support Services (see fee schedule)

<input type="checkbox"/> Sound Technician	<input type="checkbox"/> Media Technician	<input type="checkbox"/> Kitchen Coordinator
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Requested equipment

Please list all equipment needed (# of chairs; # of tables -round/rectangle; sound equipment; PowerPoint; other). Please refer to the Facility Use Agreement for policies regarding equipment usage

\_\_\_\_\_  
\_\_\_\_\_

Requestor's signature \_\_\_\_\_

### Section 2—For Official Church Office use only.

_____ No major conflict with Moscow Nazarene Church Events	_____ Certificate of Insurance received
_____ Damage/Reset Deposit received	_____ Walk-through scheduled
_____ Signed Facility Use Agreement received	_____ Confirmation sent to client

Date Approved \_\_\_\_\_ Moscow Nazarene staff signature \_\_\_\_\_



# FACILITY USE FEE SCHEDULE

<u>Daily Fees:</u>	<u>Days</u>		<u>Payable to Moscow Nazarene Church</u>	
	(include set up days)		1/2 Day	Full Day
Fellowship Hall	_____	_____	\$250	\$480
Parlor	_____	_____	\$100	\$175
Kitchen	_____	_____	\$250	\$350
Sanctuary	_____	_____	\$680	\$900
Classroom(s)	_____	_____	\$80	\$125
Teen Center	_____	_____	\$150	\$250
Choir Room	_____	_____	\$80	\$125
Nursery (when available)	_____	_____	\$75	\$150
Furniture Placement	_____	_____	\$45/hour	

(clearing & setting back up stage & curtains/fellowship hall/etc.)

See additional terms and information below

<u>Daily Fees:</u>	<u>Days</u>	<u>Payable to the Appropriate Person</u>
	(include set up time)	
Sound Technician	_____	\$75 -1 <sup>st</sup> hour, \$25/hr each additional hour
Media Technician	_____	\$75 -1 <sup>st</sup> hour, \$25/hr each additional hour
Event Coordinator	_____	\$100.00/day

**PLEASE NOTE:**

- User is responsible to contact the office for authorization to move any furniture, equipment or decorations.
- All items must be returned to their original location and condition to avoid repair or replacement charge.
- A facility walk-through must be conducted by church staff or staff approved liaison and interested party prior to and after event is completed.
- You must contact the office and make arrangements to be in the building outside of office hours (8:00 am to 5:00 pm) or for use of additional facilities and equipment.
- **A Damage/Reset Deposit is required (fee range but not limited to \$200 to \$1,000 depending on event) at the time of request/scheduling. If no damage is incurred, 50% of the deposit will be returned to the User.**
- The prorata Damage/Reset deposit will be returned within 14 to 30 days after event concludes, and upon satisfactory final facility walk-through.
- User shall provide an emergency contact upon scheduling event.
  - Emergency Church Contacts are:
  - Pastor Ed Eby           208-596-8410
  - Wayne Krauss       208-301-3300
  - Alternate

**ADDENDUM TO FACILITY CONTRACT  
For Sanctuary Rental ONLY**

\_\_\_\_\_ / Date(s) \_\_\_\_\_

EVENT/ ORANIZATION NAME

Actual Event Start/End Times: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Arrival Time-Doors Opened Each day: \_\_\_\_\_

Departure Time for closing each day: \_\_\_\_\_

**PLATFORM/ STAGE**

Clear stage/platform  Yes  No

If YES, check only what you want REMOVED. Unmarked items will STAY.

- All instruments (PIANO STAYS ON STAGE-if not wanted-it can be moved to back of stage)
- Altars  Sound Monitors  Flags  TV Monitors  Communion Table  Podium
- Artificial trees  Handrails

Additional requests \_\_\_\_\_

**OR**

Instead of clearing stage would you like because only using the front part you can have:

Wooden Panels to screen off back of stage  Yes  No

**SEATING AREA**

Do you want Black Curtains Removed in seating area?  Yes  No

OR another curtain configuration? \_\_\_\_\_

**SOUND NEEDS:**

Microphones	<input type="checkbox"/> Yes <input type="checkbox"/> No	How Many? _____
Mic Stands	<input type="checkbox"/> Yes <input type="checkbox"/> No	How Many? _____
Music Stands	<input type="checkbox"/> Yes <input type="checkbox"/> No	How Many? _____
Podium Mic	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**MEDIA/VIDEO:**

What kind of media?  Power Point Presentation  Slides  Video  None

Do you have them all ready for the technician?  Yes  No  N/A

Time Technician should be there? \_\_\_\_\_

**TABLES, CHAIRS, MISC.:**

6 Ft.	<input type="checkbox"/> Yes <input type="checkbox"/> No	How Many? _____
8 Ft.	<input type="checkbox"/> Yes <input type="checkbox"/> No	How Many? _____
Risers (4 available)	<input type="checkbox"/> Yes <input type="checkbox"/> No	How Many? _____
Chairs	<input type="checkbox"/> Yes <input type="checkbox"/> No	How Many? _____

**FOYER CHANGES:**

Approved by Contact Person of Event \_\_\_\_\_ Date \_\_\_\_\_