

<input type="radio"/> Deposit Ck# _____ Amt. \$ _____	Event Date: _____
<input type="radio"/> RENT Ck# _____ Amt. \$ _____	Reserve Time : _____
Date DUE : _____	Event Time: _____
<input type="radio"/> Cert of Ins Due: _____ Recv'd: _____	SPACE RESERVED:
<input type="radio"/> Key Pickup : _____	<input type="radio"/> Sanctuary <input type="radio"/> Gathering Hall <input type="radio"/> Kitchen
<input type="radio"/> Key Return: _____	<input type="radio"/> Classrooms/Conference Room _____

FACILITY USE AGREEMENT

PEACE LUTHERAN CHURCH

3201 Camino Tassajara, Danville, CA 94526 • 925.648.7000 • office@peacejourney.org

Responsible Party: _____

Name of Organization: _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Alt Phone _____

EQUIPMENT RESERVED:

Grand Piano (1 / 2) Music Stands Portable Podium Sound Equipment (plz note below)
 Tables - ROUND: # req'd _____ Tables - LONG: # req'd _____ Chairs _____

TYPE OF PERFORMANCE:

Piano Recital Vocal Recital Concert/Choral Group Concert/Instrumental Group
 Other _____ *(If concert or other, we are happy to help promote your event!)*

Sound Equipment: #Mics _____ #Mic Stand _____ **Other:** _____

SPECIAL REQUESTS:

Please read, sign and return the **Facility Rate Schedule** , **Agreement for Facility Terms & Conditions**, AND **Facility Use Agreement**. Be sure to meet **TIMELINE REQUIREMENTS** for Deposit, Rental Fees, and Certificate of Insurance.

AGREEMENT FOR FACILITY TERMS & CONDITIONS

PEACE LUTHERAN CHURCH

3201 Camino Tassajara, Danville, CA 94526 • 925.648.7000 • office@peacejourney.org

TERMS & CONDITIONS:

1. The RESERVE TIME (p. 1 of forms) **includes the set up and take down time.**
2. **Platforms must be moved back into the same configuration as found before your event.**
 - PLEASE TAKE A PHOTO of the configuration to consult when moving platforms back into place.
3. Fees **do not include staff assistance with set up, take down, or clean-up.**
 - All users are required to restore facility to the way they found it. This includes, but is not limited to: Emptying kitchen trash, restoring furniture arrangement, checking the bathrooms (i.e. any clogged toilets), turning off lights and locking up the facility. If there is anything in need of maintenance, such as a non-functional toilet, leave a message on the Office phone—925.648.7000.
4. Use of classrooms is not included with recital reservations unless classroom use is specifically arranged.
5. **Food and drinks are allowed ONLY in the KITCHEN and the GATHERING HALL.**
 - Food and drinks are **not allowed in the Sanctuary, Education wing classrooms or hallways.** We adhere to an allergy free zone for the Education Wing and Sanctuary.
 - Do not leave any remnants of food/drink in the kitchen or Gathering Hall
 - **Failure to follow this strict rule WILL RESULT IN ADDITIONAL DAMAGE/CLEANING FEES.**
6. Prior permission is required to use musical instruments or the Sanctuary sound system. An additional fee will be charged if church staff are needed to operate the sound system.
7. Users are responsible for all activities. Users shall hold Peace Lutheran Church free and harmless of any damage or loss of personal property or any bodily injury suffered during or as a result of use.
8. Peace Lutheran Church reserves the right to revoke or refuse use to any group that does not adhere to the use guidelines.
9. Guidelines for weddings are covered in a separate document.

Terms and Conditions Agreed to:

Print Name of Organization

Print Name of Responsible Party

DATE

Signature of Responsible Party

Please read, sign and return the **Facility Rate Schedule , Agreement for Facility Terms & Conditions, AND Facility Use Agreement.** Be sure to meet **TIMELINE REQUIREMENTS** for Deposit, Rental Fees, and Certificate of Insurance.

FACILITY RATE SCHEDULE

PEACE LUTHERAN CHURCH

3201 Camino Tassajara, Danville, CA 94526 • 925.648.7000 • office@peacejourney.org

<input type="radio"/> Sanctuary and/or Gathering Hall	\$ 75 / hr	FACILITY FEES:
<input type="radio"/> Classroom / Meeting Room	\$ 75 / FLAT	# hrs _____ @ \$75 = _____
		Classroom/ Meeting Room @ \$100 = _____
<input type="radio"/> Kitchen Use / Custodial	\$ 100	Kitchen @ \$100 = _____
<input type="radio"/> Food / Custodial	\$ 100	Food @ \$ 50 = _____
		TOTAL FEES: = _____
<input type="radio"/> Cleaning/Damage Deposit Required	\$ 500	(returned upon clearance following event)

RENTAL POLICIES & REQUIREMENTS:

1. **A RESERVATION becomes effective when:**

- The **Facility Rate Schedule , Agreement for Facility Terms & Conditions, AND Facility Use Agreement** have been completed and signed;
- The Cleaning/Damage Deposit has been received: *This deposit may be used for any required clean-up, damage, or theft. This deposit shall not limit liability of the user for damages in excess of deposit.*
- **User/Responsible Party is responsible for ALL of their guests.**

2. **Rental Fees are due 30 days in advance of the event**

- Payment by cash, check, or money order. Online payments will be accepted with an added processing fee.

3. **User/Responsible Party shall provide Peace Lutheran Church with a Certificate of Liability Insurance**

- Certificate shall be in the amount of \$1,000,000 each occurrence, bodily injury and property damage.
- **Certificate of Insurance is due 30 days in advance of the event.**
- Peace Lutheran Church must be named as Additional Insured or Certificate Holder

3. **CANCELLATION POLICY**

- Please notify the office immediately if a cancellation becomes necessary. A minimum of **two weeks notice** is required for a full refund.

Facility Fees, Policies & Requirements Agreed to:

 Print Name of Organization

 Print Name of Responsible Party

 DATE

 Signature of Responsible Party

Please read, sign and return the **Facility Rate Schedule , Agreement for Facility Terms & Conditions, AND Facility Use Agreement.** Be sure to meet **TIMELINE REQUIREMENTS** for Deposit, Rental Fees, and Certificate of Insurance.