Grace Church Facility Use/Rental Policy

Thank you for your interest in renting the facilities of Grace Church (hereafter referred to as GC). Because of the volume of requests for use of our facilities, it is the policy of GC that the applicable costs incurred for administration, A/V support, maintenance, cleaning, set-up, security, utilities, and equipment are paid for by those renting the facility.

Unless the use of these facilities involves a program of Grace Church, and/or is sponsored by one of the ministry teams of this church, the facility use will be considered a rental and the terms of a rental agreement and the following information and procedures prevail:

Application process overview

1. The rental group representative(s) must make an appointment with the facilities rental coordinator or GC representative to begin the application process and tour the GC facility, if desired.
   - An appointment can be scheduled by calling the church office during regular ministry hours.
   - A facility rental application packet can be obtained from the church office during regular ministry hours, or on GC website (www.gracechurchseattle.org).

2. A completed application must be submitted in writing to the GC office for review. This includes, but is not limited to:
   - Facility use/reservation form
   - Facility use/rental agreement
   - Hold Harmless agreement

3. The facility rental coordinator must meet with group representative(s) to review the completed paperwork, review of fee worksheet, answer any questions, and give approval for process to move forward.

4. Requests will be passed on to the appropriate staff or ministry leader for approval and possible follow up.

5. Applicant will be notified of rental approval or disapproval within 10 working days from submission of the completed application.

6. Upon approval, all fees (Worksheet Total) must be paid in advance to reserve the facility. Cancellation must be made no later than 2 weeks in advance to receive full refund of fees.

7. A separate damage/cleaning deposit ($300) must also be paid at that same time. This deposit will be held and returned, in part or in whole, within 15 days after the event, or retained for property damage/extra cleaning as per Rental Agreement (page 9).
Facility rental rules and guidelines

To align with Washington State Non-Profit regulations, rentals will be contracted with the following suggested users:

- Non-profit organizations, corporations, and churches with whom we have a working relationship
- Non-profit organizations whose philosophies or theology are compatible with GC’s and whose practices, principles and conduct do not conflict with GC’s Constitution and By-laws and Statement of Faith and Purpose
- Rotary and other non-profit service organizations
- Members and Regular Attendees of GC

Note: Facility use by for-profit corporations or organizations will need to be approved by the Elders on a case by case basis.

Types of events
The following gives a partial listing of allowed and non-allowed activities. For specific situations not included here, approval must be obtained from the Senior Pastor and/or GC Elder Board.

Note: GC adheres to the biblical principle of heterosexual marriage (one man and one woman).

Allowed Examples:
- Business meetings and seminars for qualified non-profit organizations
- Weddings & rehearsals, dinners, receptions.
- Funerals & Memorial Services that include a Pastor
- Major non-profit events
- Community oriented public meetings, such as city council, school board, etc
- Government agencies and schools for public events
- Events/activities that are GC member sponsored

Facility availability
- Church-sponsored activities take precedence over all other requests.
- 8 AM to 10 PM (Saturday evenings by special arrangement only).
- As long as event does not conflict with other scheduled activities (time, space, noise).
- A custodian or responsible staff member/GC representative must be on site (unless event is a normal on-going church activity).
- Booking may not be more than 12 months in advance without staff or ministry leader approval.
- For ongoing rental usage there must be a contract reviewed by the Grace Church Stewardship Team and approved by the Elders.

Use/rental fee coverage includes the following:
- Access to reserved area from time of entry to time of final lock-up
- The room’s normal configuration - Approval is required to change the configuration of the rental space (i.e. tables, chairs, etc.), remove items, and/or to bring in temporary items which could incur additional rental fees.
- Services of personnel as determined necessary by GC
- Utilities and maintenance of facility
- Only space contracted and adjoining restrooms
Kitchen use

- Renters (non-church sponsored events) must supply all of their own disposable items for their event (paper goods, flatware, salt, sugar, pepper, sweetener, coffee, tea, etc.). Left-over items from the event should be taken immediately by renter; anything left unclaimed becomes property of GC.
- The kitchen must be left clean and the trash emptied into outside dumpster. (The Facility Rental Coordinator has a key to the dumpster). Any clean up after the event by GC staff, including washing of towels, etc. will be charged at the rate of $25/hour and deducted from damage deposit.
- No equipment may be removed or borrowed from GC.

Sound system/audio visual

- All requests must be pre-approved.
- Only GC trained personnel may operate equipment.

Church property

No church equipment may be removed from this campus unless it is for a church-sponsored event and only by permission of the ministry leader who oversees the equipment. This includes, but is not limited to tables, chairs, linens, projectors, sound equipment, tools, kitchen equipment, risers, musical instruments, and costumes. Any exception to this policy must be approved and arranged by the Senior Pastor and/or Elder Board.

Additional items

- **Dancing** only by approval of the Senior Pastor and/or Elder Board.
- **No smoking or alcohol** is permitted on church premises.
- **Red punch** is not allowed inside the building because of the dye that is used.
- **Sanctuary platform furnishings/equipment/instruments** may not be moved/removed without prior permission. If approved, additional fees will apply.
- **Group sleep-overs** only by approval of GC staff.
- **Exit doors** may not be blocked, covered or restricted.
- **Exit signs** may not be covered.
- **No roller-blades, skates or wheeled sports activities** are allowed in building, on front deck, or on any entryway of the building.
- **Signs** - computer or professional directional signs may be taped to the glass of outside doors just prior to the event, and then cleanly removed afterwards.
- **No existing signage or artwork may be removed from walls**, including windows, counters and/or any items displayed in the sanctuary.
- **Normal business hours** are from 8AM to 4PM, Monday through Thursday.
- Monday-Friday each week during the school year, the **schedule of Shorewood Christian School classes** takes precedence.
User/renter responsibilities and requirements

User/renter group agrees to:

- Comply with the basics of Grace Church’s Mission Statement and Statement of Faith.
- Make no changes to the facility without prior approval (includes rearranging platform set, altering/moving church displays, posting internal or external signs, etc.).
- Submit completed “Use, Indemnification and Hold Harmless Agreement” with facility reservation paperwork.
- Pay all associated fees: Rental, damage/cleaning deposit, etc.
- Pay all agreed-to additional fees for GC staff for required work outside of office hours and normal job description (includes pastoral, secretarial, custodial, audio/visual, security, wedding coordination, hosting, etc.).
- Return GG facilities to their normal configuration and reasonable cleanliness (unless a custodian has been hired to do so). No furniture or equipment may be borrowed from other areas of the facility without prior approval.
- Empty overflowing trash containers into outside dumpster (unless custodian is hired).
- Provide adequate supervision of the event and monitoring of all unlocked doors.
- Provide adequate supervision of children at the event.
- Report any damage or spills to the Custodian or Event Coordinator for immediate attention. Costs for repairs and extra cleaning will be paid from the renter’s Damage/Cleaning Deposit and any overages billed to the renter.
Grace Church Membership Covenant

Introduction

Present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship. Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect (Rom. 12:1-2).

As Christians, we are members of God’s household (Eph. 2:19) called to function, participate, and minister in a particular place within the body of Christ. A healthy body requires that each member does its part well. A healthy church requires the same: members who are sacrificially committed and well equipped to do the works of service that God has prepared in advance for them to do (Eph. 2:10; 4:12). Grace Church holds its members in high regard; we expect them to lead as missionaries of the gospel to the culture. God, in his awesome sovereignty, placed us in this community, among these people, in this century, for a reason (Acts 17:26-27).

For by Grace given to me I say to everyone among you not to think of himself more highly than he ought to think, but to think with sober judgment, each according to the measure of faith that God has assigned. For as in one body we have many members, and the members do not all have the same function, so we, though many, are one body in Christ, and individually members one of another. Having gifts that differ according to the grace given to us, let us use them (Rom. 12:3-8).

Being a member of Grace Church is really about being a part of a family. All members are disciples of Jesus, unified by their identity in Christ. This unity is expressed in the way they collaborate in loving God, loving their fellow Christians, and loving non-Christians. Members who enter into a covenant with their local church are called to a higher degree of responsibility and service. At the same time, the elders, deacons, and staff are covenanted to assist members first and foremost, to love and lead, provide counsel and aid, and pray for, teach, and guide them.

Above all, keep loving one another earnestly, since love covers a multitude of sins. Show hospitality to one another without grumbling. As each has received a gift, use it to serve one another, as good stewards of God’s varied grace (1 Pet. 4:8-10).

What is a covenant?

A covenant is a promise by which we obligate ourselves to one another in such a way that the obligation of one party is not dependent on the faithfulness of the other (Ps. 76:11; Ezek. 20:44; 36:22; Hos. 2:19-20; 3:1; 2 Tim. 2:13). The Grace Church covenant includes a statement of faith, a statement of biblical doctrine, the obligations of Grace Church to its members, and the obligations of members to Grace Church. Though the covenant does define the relationship between members and the church, it is first and foremost a promise made to God as a commitment to His glory and His bride, the Church (Eph. 5:25).
Statement of Faith

1. **THE WORD OF GOD** - We believe the Scriptures of the Old and New Testaments are the inspired Word of God, infallible, inerrant in the original writings, complete as the revelation of God's will sufficient for salvation, and the supreme and final authority in all matters to which they speak.

2. **THE TRINITY** - We believe in one God, Creator and Sustainer of all things, eternally existing in three persons, Father, Son, and Holy Spirit; that they are equal in every divine attribute, and that they execute distinct and harmonious offices in the work of creation, providence, and redemption.

3. **GOD THE FATHER** - We believe God the Father is Spirit, infinite, personal, sovereign, perfect in holiness, wisdom, power, and love. He is just and concerns himself mercifully in the affairs of humankind, hears and answers prayer, and saves from sin and death all who come to him through Jesus Christ.

4. **JESUS CHRIST** - We believe that Jesus Christ is God's eternal Son, and has precisely the same nature, attributes, and perfections as God the Father and God the Holy Spirit. He is not only true God, but true Man, conceived by the Holy Spirit and born of the virgin Mary. We believe in His sinless life, His substitutionary atonement, His bodily resurrection from the dead, His ascension into heaven, His priestly intercession on behalf of His people, and His personal, visible, pre-millennial return from heaven.

5. **HOLY SPIRIT** - We believe in the Holy Spirit, the third person of the Trinity. We believe in His work in regeneration, sanctification, and preservation. His ministry is to glorify the Lord Jesus Christ and implement Christ's work of redeeming the lost and empowering the believer for godly living and service.

6. **HUMANITY** – We believe that mankind, in the persons of Adam and Eve, was created in the image of God, without sin, and enjoyed unimpaired fellowship with the LORD; but, by voluntary transgression, man fell into sin thus marring the image of God in human beings and condemning the race to eternal separation from God. Being alienated from God and having suffered the corruption of his nature, man is unable to please God.

7. **SALVATION** - We believe in salvation by grace through faith in Jesus Christ. Salvation is based upon the sovereign grace of God, was purchased by Christ on the cross, and is received through faith apart from any human merit, works, or ritual. We believe salvation results in righteous living, good works, and proper social concern.

8. **THE CHURCH** - We believe the Church Universal is the spiritual body of which Christ is the Head and is composed of all persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit, regardless of denomination. The membership of this local body expresses itself as Grace Church Seattle. We believe the Lord Jesus gave us two ordinances: believers' baptism by immersion and emersion, and the Lord's Supper.

9. **POLITY** – We believe in the autonomy of the local church (that each church shall be self-governing in all matters and free from any ecclesiastical or political authority), yet we associate ourselves with other local churches and CBNorthwest. Jesus is the Head of the Church who assigns under-shepherds (Elders) to lead through prayer, preaching and teaching, maintaining doctrinal purity, oversight,
shepherding, discipling and discipline, and modeling right relationships. We believe deacons/deaconesses are to assist the elders in ministry. We recognize the Body of Christ is composed of interdependent members, each uniquely gifted by the Holy Spirit for the purpose of building up the body. Therefore, each member should seek to identify, develop and utilize his/her spiritual gifts in service to Grace Church by the giving of time, talents, and treasures.

10. CHRISTIAN CONDUCT – We believe that the essential accompaniment of a genuine saving relationship with Jesus Christ is a life of holiness and obedience, attained by believers as they submit to the Holy Spirit and the authority of God’s Word.

11. LAST THINGS - We believe Jesus will come again to judge the living and the dead. God will raise to life the lost and the saved – the lost unto eternal separation from God in hell and the saved in Christ unto eternal life in His Kingdom, which will have no end.

Statement of Biblical Doctrine

- I agree with the core beliefs of Grace Church that are expressed in the Grace Church Statement of Faith.
- I understand the importance of submission to church leadership and will be diligent to preserve unity and peace; I will adhere to Grace Church’s primary theological issues, and I will not be divisive over secondary issues (Eph. 4:1-3; Heb. 13:7, 17).
- I agree that the sixty-six books of the Bible are the ultimate doctrinal authority on all matters (Isa. 55:11; 1 cor. 15:3-4; 2 Tim. 3:15-16; Heb. 4:12).
- I understand that Grace Church doctrine is also communicated and specified through various channels, such as sermons, published materials, and other writing distributed by Grace Church.

Obligation of Grace Church to its Members

- We covenant that your elders and deacons will meet the criteria assigned to them in scriptures (1 Tim. 3:1-13; 5:17-22; Titus 1:5-9; 1 Pet. 5:1-4).
- We covenant to seek God’s will for our church community to the best of our ability as we study Scriptures and follow the Spirit (Acts 20:28; 1 Pet. 5:1-5).
- We covenant to care for you and seek your growth as a disciple of Christ, in part by equipping you for service (Eph. 4:11-13) and praying for you regularly, particularly when you are sick (James 5:14)
- We covenant to provide teaching and counsel from the whole of Scripture (Acts 20:27-28; Gal. 6:6; 1 Tim. 5:17-18).
- We covenant to be on guard against false teachers (Acts 20:28-31).
- We covenant to exercise church discipline when necessary (Matt. 18:15-20; 1 Corinthians 5; Gal. 6:1).
- We covenant to set an example and join you in fulfilling the duties of church members (1 Cor. 11:1; Phil. 3:17; 1 Tim. 4:12).
My Obligation to Grace Church as a Member

- I have read and understand the Grace Church doctrinal statement and will not be divisive to its teaching, I also understand the importance of submission to church leadership and will be diligent to preserve unity and peace (Eph. 4:1-3; Heb. 13:7, 17).

- I covenant to submit to the authority of Scripture as the final arbiter on all issues (Psalm 119; 2 Tim. 3:16-17). I agree that Christians are prohibited from bringing lawsuits against other Christians or the church to resolve personal disputes, however, I acknowledge that a Christian may seek compensation for injuries from another Christian’s insurance company as long as the claim is pursued without malice or slander (1 Cor. 6:1-8 & Eph. 4:31-32).

- I will maintain a close relationship with the Lord Jesus through regular Bible reading, prayer, fellowship, and practice of spiritual disciplines. My relationship will be evident through my participation in weekly worship services, communion, Grace Church community, service, and a life that glorifies Jesus (Ps. 105:1-2; 119:97; Acts 2:42-47; Heb. 10:23-25; 2 Pet. 1:3).

- I will stew ard the resources God has given me, including my time, talents, and treasures ((Prov. 3:9-10; Rom. 12:1-2; Gal. 5:22-26; Eph. 4:1-16; 5:15-18). This includes regular financial giving, service, and participation in community that is sacrificial, cheerful, and voluntary (Rom. 12:1-8; 2 Cor. 8-9; 12:7-31; 1 Pet. 4:10-11).

- I will not function in leadership or as a member in another church family at the same time I am a member of Grace Church (Heb. 13:17).

- I covenant to submit to discipline by God through his Holy Spirit, to follow biblical procedures for church discipline in my relationships with brothers and sisters in Christ, to submit to righteous discipline when approached biblically by brothers and sisters in Christ, and to submit to discipline by church leadership if the need should ever arise (Ps. 141:5; Matt. 18:15-17; 1 Cor. 5:1-5; 2 Cor. 2:5-8; Gal. 6:1-5, 8; 1 Tim. 5:20; 2 Tim. 2:25; Titus 1:9; 3:10-11; Heb. 12:5-11; Rev. 2:5-7, 14-25). See Grace Church discipline document for additional details.

- I agree, by God’s grace to walk in holiness as an act of worship to Jesus Christ, who has saved me from my sin so that I could live a new life (2 Cor. 5:17). I will practice complete chastity before marriage and complete fidelity in heterosexual marriage between one man and one woman by abstaining from practices such as cohabitation, pornography, homosexuality, lesbianism, bisexuality, incest, fornication, adultery, bestiality and attempts to alter one’s gender by appearance or surgery (Gen. 2:24; Gen. 19:5, 13; Gen. 6:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1-13; 1 Cor. 6:9, 12-19; 1 Thess. 4:1-8; Heb. 13:4). I will refrain from illegal drug use, drunkenness, and other sinful behavior as the Bible, my pastors, and my conscience dictate (1 Cor. 8:7; Gal. 5:19-21). Should I sin in such a manner, I agree to confess my sins to Christian brothers or sisters and seek help to put my sin to death (Rom. 8:13; Col. 3:5; 1 John 1:6-10).

GRACE CHURCH exists to LOVE God & people, PROCLAIM Christ, BUILD community, EQUIP the saint, MULTIPLY ministers, and missionally SEND out followers of Christ to be the Church wherever we are.
Grace Church Facility Use/Rental Agreement

Any occupancy or use outside the stated time or date on the Facility Reservation Form will be billed to the renter as additional rent and staffing fees, charged in one-hour increments. Charges for damage of church property and for extra cleaning will be billed to the renter and may result in non-refund of the damage/cleaning deposit.

In the event of non-payment of fees or of noncompliance with any of the terms of this agreement, the renter will be notified and may be denied current or future use of Grace Church facilities.

*Rates are subject to periodic change.*

---

**Statement of understanding and agreement**

I have read and acknowledge the Grace Church Rental Policies and agree to comply, and I understand that those terms and conditions are incorporated and are made a part of this rental agreement.

Please initial

_______

I have read the Grace Church Membership Covenant.

_______

I agree to respect and honor the Grace Church Membership Covenant.

_______

__________________________
Signature of Renter

__________________________
Church Staff approval

__________________________
Organization

__________________________
Senior Pastor / Elder

__________________________
Date

__________________________
Date
Facility use/rental fee worksheet

Name: ___________________________ Phone: ___________________________
Event Date: ___________________________ Email: ___________________________

Memorials/Funerals
For non-members when there is a memorial we would ask the family to pay a one-time administration fee of $400 to cover custodial, Audio/Visual, and secretarial work. For members and non-members it is recommended that honorariums be given for all singers, musicians and the pastors involved in the service.

The following fees apply to all renters (members, regular attendees, etc.), or as specified.
(Any portion of an hour will be billed at the rate of one full hour.)

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative (required)</td>
<td>$25 per hour</td>
<td>$___________</td>
</tr>
<tr>
<td>(required - includes opening/closing gates)</td>
<td>$25 per hour</td>
<td>$___________</td>
</tr>
<tr>
<td>Custodian</td>
<td></td>
<td>$___________</td>
</tr>
<tr>
<td>Member/Regular Attendee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Member/Non-Regular attendee</td>
<td>$100 (4 hours)</td>
<td>$___________</td>
</tr>
<tr>
<td>Additional hours (set-up and tear-down)</td>
<td>$25 per hour</td>
<td>$___________</td>
</tr>
<tr>
<td>Sanctuary/Foyer</td>
<td>$35 per hour</td>
<td>$___________</td>
</tr>
<tr>
<td>Foyer only</td>
<td>$15 per hour</td>
<td>$___________</td>
</tr>
<tr>
<td>Clearing Stage (not including drums or piano)</td>
<td>$25 per hour</td>
<td>$___________</td>
</tr>
<tr>
<td>Removal of Drums or Piano</td>
<td></td>
<td>$___________</td>
</tr>
<tr>
<td>of Grace Church Worship Team Leader</td>
<td>$500</td>
<td>$___________</td>
</tr>
<tr>
<td>Audio Tech</td>
<td>$25 per hour</td>
<td>$___________</td>
</tr>
<tr>
<td>Video Tech</td>
<td>$25 per hour</td>
<td>$___________</td>
</tr>
<tr>
<td>Kitchen</td>
<td></td>
<td>$___________</td>
</tr>
<tr>
<td>Member/Regular Attendee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Member/Non-Regular attendee</td>
<td>$25 per hour</td>
<td>$___________</td>
</tr>
<tr>
<td>Classroom (each)</td>
<td></td>
<td>$___________</td>
</tr>
<tr>
<td>Member/Regular Attendee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Member/Non-Regular attendee</td>
<td>$25 per hour</td>
<td>$___________</td>
</tr>
<tr>
<td>Grace Field</td>
<td>$25 per hour</td>
<td>$___________</td>
</tr>
<tr>
<td>Event Point Coordinator</td>
<td>$25 per hour</td>
<td>$___________</td>
</tr>
<tr>
<td>Reception Hostess</td>
<td>$100</td>
<td>$___________</td>
</tr>
<tr>
<td>Basic</td>
<td>$100</td>
<td>$___________</td>
</tr>
<tr>
<td>Additional hours</td>
<td>$25 per hour</td>
<td>$___________</td>
</tr>
<tr>
<td>Linen fee</td>
<td>$15 per piece</td>
<td>$___________</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$___________</td>
</tr>
</tbody>
</table>

Cancellation Fee / Damage & Cleaning Deposit $300 on hold

Renter Initials & Date (Changes may only be made up to 2 weeks in advance.) __________  __________
### Facility use/rental reservation form

<table>
<thead>
<tr>
<th>Date of request</th>
<th>Organization/group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person responsible (primary contact)</td>
<td>Address</td>
</tr>
<tr>
<td>Phone</td>
<td>City, State, Zip Code</td>
</tr>
</tbody>
</table>

**Purpose (please describe):**
- [ ] Private Event
- [ ] Church Event – Will be promoted via Grace bulletin/website/etc.

### Event Date(s)

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Calendar Date</th>
<th>Open Time</th>
<th>Start and End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Advance Decorating:
- Date: ____________
- Time: ____________

Security/custodian will need to open the facilities:
- [ ] Yes
- [ ] No

### Location(s)

- **Main Building**
  - [ ] Sanctuary
  - [ ] Foyer
  - [ ] Kitchen
  - [ ] Upper Room
  - [ ] Conference Room in Office Area
  - [ ] 110 (Nursery)
  - [ ] Family Room
  - [ ] Classroom(s)
    - [ ] 120
    - [ ] 121
    - [ ] 123
    - [ ] 124
    - [ ] 125
    - [ ] 126
    - [ ] 127
    - [ ] 128
    - [ ] 129
    - [ ] 122 (formerly “Adventure Bay”)

- [ ] The Shack
- [ ] The Shack
- [ ] Grace Field
- [ ] Basketball Court
- [ ] Parking Lot

Other Notes / Comments / Stipulations:
## Equipment Required

### Audio / Visual
- [ ] Yes  [ ] No  Microphone *(requires operation by Audio Technician)*
- [ ] Yes  [ ] No  Video *(requires operation by Video Technician)*
- [ ] Yes  [ ] No  Need access to projector (supplying your own computer & operator)
- [ ] Yes  [ ] No  Other (TV, DVD, etc...): ____________________________

### Furnishings
- [ ] Yes  [ ] No  Rectangular tables (4’ and 8’ available)  Qty: _____
- [ ] Yes  [ ] No  Round tables (seats 8-10 per table)  Qty: _____
- [ ] Yes  [ ] No  Folding chairs  Qty: _____
- [ ] Yes  [ ] No  Other (Lectern, Dry Erase board, Easel, etc...): ____________________________

## Office Use only

Date entered on Church Calendar: ____________________________

Certificate of Insurance on file?  [ ] Yes  [ ] No

Facility Rental Coordinator: ____________________________  Copy given _____  Paid _____

Onsite Coordinator: ____________________________  Copy given _____  Paid _____

Stage Clear / Reset: ____________________________  Copy given _____  Paid _____

Custodian: ____________________________  Copy given _____  Paid _____

Security: ____________________________  Copy given _____  Paid _____

Sound Technician: ____________________________  Copy given _____  Paid _____

Video Technician: ____________________________  Copy given _____  Paid _____

### Event Debriefing (admin, security, custodial, AV/stage, other)

1) What went well?
2) What didn’t go well and what will we do differently / better next time?
3) Other specific observations by renter, attendees, and staff?
Set-up Diagram for Facility Use

MUSIC OFFICE

Other
USE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

THIS USE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT (the “Agreement”) is entered into by ____________________________ (“Indemnitor”) in favor of Grace Conservative Baptist Church of Seattle (“Grace Church”), effective as of _____________________, 20____.

RECITALS

A. Grace Church is the owner of that certain property commonly known as 10323 28th Ave. SW, Seattle, Washington 98146 (the “Property”). The Property includes a church, the “Shack”, “Grace Field” and parking lots;

B. The Indemnitor has requested temporary rental of the Property for the purposes of _____________________________________________________________.

C. Grace Church is willing to permit the rental and use of the Property; and

D. In order to permit temporary use of the Property, Grace Church requires the Indemnitor to indemnify and hold the Grace Church harmless to the fullest extent permitted under Washington law.

NOW, THEREFORE, for valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

AGREEMENT

1. Terms of Use. No other use of the Property is contemplated by this Agreement. Indemnitor agrees that his use of the Property shall be during the following dates and at the following times:

__________________________________________________________________
__________________________________________________________________

2. Revocation. Indemnitor acknowledges and agrees that the Grace Church may revoke Indemnitor’s permissive use of the Property at any time and for any or no reason.

3. Indemnification and Hold Harmless. The Indemnitor covenants and agrees that he will indemnify, defend and hold harmless the Grace Church from and against any and all claims including bodily injury or property damage, liabilities, losses, damages, fines, costs, fees, and expenses, including attorneys’ fees and costs (at both the trial and appellate levels) arising out of or in any way relating to the Indemnitor’s use of and activities upon the Property, including without limitation claims of third parties for property damage or for bodily injuries and any and all expenses or obligations including reasonable attorneys’ fees and costs.

4. Risk and As-Is Condition. The Indemnitor acknowledges that the use of the Property entails certain inherent risks and accepts the condition of the Property in an “As-Is” and “Where-Is” condition. Indemnitor will carefully inspect the Property before usage. Indemnitor acknowledges that the Grace Church owes no duty or obligation to Indemnitor to alter, make changes, warn, or make safe the Property for Indemnitor’s use.

5. Clean-Up. The Indemnitor shall remove all trash and debris accumulated as a result of his use of the Property and shall return the Property to Grace Church in the same condition as received. If
the Property is not returned to the same condition, Indemnitor agrees to pay the actual costs of clean up.

6. Repairs. The Indemnitor acknowledges and agrees that it shall be responsible for the actual costs of any and all repairs necessary to repair damage to the Property caused by or arising out of Indemnitor’s use of the Property.

7. Personal Property. All personal property placed at the Property by the Indemnitor shall be at the risk of the Indemnitor and Grace Church shall not be liable for any loss or damage to the Indemnitor’s personal property located on the Property for any reason.

8. Insurance. The Indemnitor agrees and understands that Grace Church will not carry liability, theft, or fire insurance on any of Indemnitor’s personal property. The Indemnitor agrees and understands that he is required to carry his own liability, theft or fire insurance on Indemnitor’s personal property. A Certificate of Insurance must be provided showing Grace Church as an “additional insured”.

9. Notice. Any notice under this Agreement will be deemed to be properly given if in writing and delivered in person or mailed, properly addressed and stamped with the required postage, to the intended recipient.

10. Assignment. Indemnitor may not assign or transfer his rights under this Agreement without the prior written consent of Grace Church, which may be withheld in their sole discretion.

11. Amendment. Any amendment to this Agreement must be made in writing and signed by both parties.

12. Attorneys’ Fees. Should either party be required to engage the services of an attorney in connection with or to enforce any of the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys’ fees and/or collection fees.

13. Governing Law. This Agreement shall be governed by the laws of the State of Washington. In the event that this Agreement is breached, any and all disputes must be settled in King County Superior Court.

14. Severability & Entire Agreement. If any provision of this Agreement shall be deemed invalid, void, or otherwise unenforceable, the remaining provisions shall remain enforceable to the fullest extent permitted by law. This Agreement states the entire agreement between the parties and supersedes any prior agreements, understandings, or representations.

IN WITNESS WHEREOF, the parties hereto have duly executed and delivered this Agreement as of the day specified above.

Grace Church

Print Name ___________________________  Print Name ___________________________

Title ________________________________  Title ________________________________
Grace Church/Day of Event Worksheet

1. Date of event: _______________________________________________________________

2. Contact person: _____________________________________________________________

Meets with Grace representative ________________________________________________

at ______________ by the __________________ __________________
(time) (location/door)

3. ______ Grace representative and contact person will do a walk through covering final
(check off) review of how things “are” and how they are to be left, also, what is off limits, how to reach
contact person, etc.

4. Event will be over at ____________________.

5. Contact person and representative will do a final walk through. Concerns are to be listed
below.

6. Contact person/security is on duty after normal Grace Office hours.

7. GC contact person’s signature ________________________________________________

Renter representative’s signature ________________________________________________