



## Facility Use Information

Open Life reserves the sole right and responsibility to determine the use and scheduling of all facilities and/or equipment located on its property. Rental rates, acceptable use, and extent of use of OL premises, facilities and/or equipment are at the sole discretion of OL. Refer to Open Life Facility Use Website for more information on the right to cancel and building use requirements. This information is provided as an abbreviated outline to complement the application document.

### How to Start

If you have yet to do so, confirm availability by contacting the following:

Open Life [thegp@openlife.church](mailto:thegp@openlife.church) *Subject: Checking Availability at The Gathering Place*

If space is available, complete or print out the facility use application form linked on [openlife.church/thegp](http://openlife.church/thegp) and return it by e-mail. Applications may also be mailed to PO Box 8148 Bonney Lake, WA 98391. An application form needs to be received no less than five (5) business days prior to the intended use.

### Insurance

Open Life requires one of the three options for release of liability. 1) a fully refundable damage deposit check for \$1,000 which we will hold and return to you following your event, 2) a certificate of insurance from your home insurance provider, 3) or event insurance specifically for your event at the Gathering Place that you can find from a local insurance provider.

### Payment

Facility use require payment in full upon reservation. You will be sent a confirmation with an estimate of charges. Reservations will be tentative until the payment is received. A full refund will be issued for cancellations within (14) working days prior to the scheduled use. After that a 50% refund will be issued up to 5 days prior to your scheduled use. Cancellations within (5) days prior to your event or a no show for your event will result in the loss of your payment in full.

### Cancellations

Use of the building is canceled when the building is closed by an emergency, such as inclement weather or other unforeseen circumstances. Situations that arise during an activity that require the assistance of OL personnel normally not on duty will result in additional charges (e.g., fire alarms, mechanical/electrical problems, site supervision, etc.). OL reserves the right to cancel any reservation and to refund any payment made for the use of its buildings or grounds where it deems such action advisable and for the best interests of OL, or to modify its policies at any time.

An Open Life host will oversee the building remotely during the use of facilities unless otherwise coordinated. The host will provide you with a direct contact number in case of emergency situations which might arise. The host is not authorized to admit anyone into areas not specifically scheduled or provide equipment not previously authorized. The person in charge is responsible for contacting the host upon completion of the activity to confirm the building is secure.

### Personal Charges or Extended Use

OL-sponsored groups and their partner organizations will not be charged room fees for the site. However, all user groups pay for labor charges accrued. Extended time and/or additional fees will be billed after the event.

### Use of Equipment

Any equipment request must be made in advance and be part of the use permit and will be charged according to the fee schedule. Certain equipment is subject to operation only by an OL technician. The use of the kitchen requires a qualified pre-approved person in charge and may come at an additional charge. This is a health department requirement. Use of OL audio visual and or electronic equipment must be specifically requested.

### Damage

Applicant must provide satisfactory adult supervision of all activities for the duration of the activity. Application for an OL facility shall constitute acceptance by the applicant for the responsibility for any damage done because of its use of the facilities. In the event damages occur, Applicant shall accept Open Life's estimate as to the cost to repair the damage.

### Clean-up

Before leaving the building or grounds all groups will restore the facility to original condition. Prior approval is needed before applying material to walls, floors or ceilings. It is the user's responsibility to contact the host prior to departure to secure the facility. Open Life reserves the right to assess charges against the Applicant for cost incurred in restoring facility to its original state if the Applicant fails to do so.

### Indemnification

The undersigned agrees that these rules shall be strictly observed and accepts the entire responsibility for their enforcement and is responsible for fees incurred. Further, the User agrees to protect, indemnify, and hold harmless Open Life, its elected and appointed officials, employees, agents, and staff from all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributable to the User's activities and/or use of premises in connection with this agreement, except for sole negligence of Open Life.

I have read and fully understand the rules and procedures that govern the use of Open Life's facilities for the requested event.

Authorized Signature: \_\_\_\_\_ Group Name: \_\_\_\_\_

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