



# Seward City Church (SCC)

## Building Use

## Terms of Agreement

### General Guidelines

- For purposes of this policy, any reference to property includes all buildings, property, furniture, and equipment of Seward City Church.
- SCC address details:
  - Physical address: 33783 Nash Road, Seward, AK 99664
  - Mailing address: PO Box 290, Seward, AK 99664
- SCC office phone number: 907 224-5709
- SCC website: [www.sewardcitychurch.org](http://www.sewardcitychurch.org)
- Every group or organization is required to abide by all church guidelines, requirements, and other restrictions regarding the use of SCC.
- Facility use may not be used for any purpose contrary to the mission, purpose, core values, or beliefs of SCC.
- Users of the facility agree to use the utmost care and agree to leave the facility in a good clean condition.

### Liability

- All requests for usage of the building are subject to approval by SCC.
- SCC reserves the right to refuse service to anyone and/or modify our policies and fee scale at anytime without any notice.
- Each outside group or organization is required to complete and submit a signed agreement, waiver, release, and building use fee and/or a certificate of insurance if required by SCC, including outside vendors such as caterers, photographers, performers, etc.
- SCC reserves the right to schedule other activities and events in other parts of the church facilities if not being reserved as a whole.
- SCC is not responsible for valuables left unattended during events.
- User assumes responsibility for damages or loss of user's property.
- All organizations and agencies must provide a certificate of insurance for \$1,000,000 listing SCC as additional insured.
- A copy of the IRS 501(c)3 designation letter is required for all non-profit organizations. Signature on this agreement warrants that designation is in good standing.
- Those using Seward City Church agree to release, protect, defend and hold harmless SCC and it's trustees, board, elders, pastors, members, and other representatives from and against any and all claims, liabilities, losses,

damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any SCC facility.

- In the event of damage to the church facilities, those using the building shall accept the amount of repair and replacement costs as estimated or otherwise determined, by the church board or their designee and shall pay the church for such repair and replacement costs upon demand.
- The transfer or passing on by any group or organization of permission to use church facilities to any other persons or organizations is strictly prohibited.
- In case of emergency, call 911.
- First Aid kit is located in the kitchen as well as under the sink in entrance.

## **Terms & Conditions**

### Rental period:

- Building use prior to the rental period is subject to charge and calendar availability.

### Rental charges:

- An All-Day rental charge is a minimum of \$200. A Half-Day rental charge is a minimum of \$100.
- Rental charges are based on a sliding scale and are determined according to the following factors including whether or not the renter is a member of the SCC congregation, if the event is nonprofit or for profit, and amount of time the building will be in use. In such cases the Pastor and Elders will decide upon the subsidy according to each event.
- "Church events" are defined at the discretion of the Pastor and Elders but loosely refer to any events or activities seeking to build up or minister to our church family and are hosted by a regular attender.
- All rentals, excluding some church events, will require a fee of \$25 towards the use of cleaning and other supplies and a security deposit of \$150. The supplies fee can be paid by check or through the church website's online giving portal. The deposit must be paid by check or cash and will be refunded following building use if the building is found in a satisfactory condition.
- Renter is responsible for cost of any damage, cleaning or repairs in excess of deposit.
- If your event requires the use of church sound and/or visual equipment you will need to request a technician. The fee for this service is \$50 for up

to 2 hours then \$20 per additional hour. This equipment is not to be used without a technician present.

- SCC reserves the right to edit or alter charges and fees at any time.

#### Renter:

- The designated user, responsible for the event, must be an adult over 21 years of age. This user must be present during the entire event and shall see that all facility use policies and procedures are followed.
- User is responsible for guest's and vendor's compliance with building use rules and regulations, as well as verbal instructions from facility host.
- Renter is expected to leave the building in the same or better condition than it was prior to the event.
- All items associated with the event are to be removed immediately following the event.
- Facility Cleaning Checklist is included on the SCC website, as well as in this agreement and is expected to be followed by renter.

#### Facility Host:

- A facility host will provide facility access and approval for set-up, decorations, etc.
- A facility host will do a walk-through with the user prior to the event and an inspection following the event.
- Facility hosts include:
  - Pastor Max Ingalls: 907-301-1046
  - Jason Bickling: 907-769-1387
  - Lauren Coleman: 907-769-3553

#### Maximum capacity:

- Maximum space occupancy limits posted must be observed.
- No more than 250 people shall be permitted in the building at one time.

#### Safety & Security:

- Fire extinguishers are located throughout the building: two in the main auditorium, one in the entrance and two in the fellowship room.
- Renter is responsible for locating fire extinguishers closest to the reserved space.
- Emergency evacuation maps are posted throughout the facility. In an event of an emergency, users are directed to follow directions as well as follow all emergency personnel instructions.

### Kitchen:

- Use of kitchen needs to be indicated in building use request.
- Kitchen is not intended to be used as a cooking space, but rather for serving food already fully cooked and a place to prepare cold foods.
- Kitchen and supplies may be used provided they are washed and put away at the end of the event.
- If space is available, the refrigerator and freezer are allowed, however space is not guaranteed.
- User is required to provide all disposable products for the event including plates, napkins, utensils, etc. Church supplies may not be used.
- Tablecloths are not provided.
- User provides their own coffee, refreshment equipment and supplies such as coffee, tea, sweeteners, cups, napkins, filters, etc.
- Ensure that all appliances have been turned off and unplugged at the end of the event.

### Decorations:

- All decorations need to be approved by the building facility host.
- No nails, screws or heavy tapes are to be used.
- Use of lighted candles is strictly prohibited.

### Event Set-up:

- Set up for event is the user's responsibility.
- Tables, chairs, and other items need to be approved.
- User is responsible for moving equipment to the reserved area, as well as returning equipment to their original storage areas and rooms following the event.

### Children:

- For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage.
- Children 12 years and younger must be supervised at all times.

### Noise:

- All music and media must be compliant with our vision, mission, core values, and must be pre-approved for use.
- Conduct of all persons attending is expected to be respectful of property, maintaining noise levels that respect others in adjoining spaces. Failure to control noise levels may result in the shutting down of the event.

### Other Equipment:

- All stage/music equipment, including all instruments, remain on stage and are off limits unless otherwise approved by facility host.
- Please indicate if a media technician is required. Use of microphones, projector, computer, sound board, music, etc will require an SCC media technician. See Rental Charges for details on fees.

### Garbage:

- All garbage generated during the event needs to be hauled away by renter upon exiting the building.
- Do not leave food, supplies, decorations or garbage behind.
- Items left behind are subject to donation.
- Garbage bins on the side of the church are for church functions, not rental events.

### Tobacco, Alcohol, Other Drugs & Miscellaneous:

- Alcohol, and other drugs including controlled substances are prohibited in the building and on church property.
- Smoking on grounds may not be within 100 feet of any exit.
- Gambling, weapons, and pets (other than service animals) are not permitted on church property.

### Checkout (end of event):

- Clean-up for an event is the renter's responsibility.
- Church cleaning supplies may be used and can be found in the cleaning closet located in the fellowship room. Renter is asked to use supplies respectfully and responsibly. Use of such is covered by the supplies fee (see Rental Charges).
- Instructions for cleaning are attached as well as posted on SCC's website at <https://sewardcitychurch.org/contact/building-use>
- Facility is expected to be left in same or better condition than it was found prior to event.
- All decorations, food and imported equipment must be removed.
- All SCC equipment, furniture, etc must be returned to its original storage area or room.
- Renter is required to do a facility walk-through inspection with a facility host following the event. After an event, a facility host will do an inspection of the building to assess condition. Renter can be present if desired and if available after the event or the following morning if event ends late at night. Any keys must be returned.

**Waiver, Indemnification, & Release Agreement for SCC Building Use and Premises**

In consideration of the use of the building, facilities, and adjacent property (premises) owned and operated by Seward City Church (SCC), I make the following representations and agreements on behalf of myself and on behalf of all the individuals in my group or party as their authorized representative:

1. I have requested the use of the premises, have inspected the premises to my satisfaction, and find the premises to be safe and suitable in all respects for our uses and activities.
2. I AGREE TO ASSUME ALL LIABILITY for any injury or damages that may arise from any accident or action that occurs on or about the premises in connection with our event and also agree to indemnify the Church and save the Church harmless from all claims filed by parties injured or suffering damages from our activities on or about the premises. This also includes damage to any of the church's property.
3. I understand and agree to abide by the rules set forth fro the use of the premises by SCC including those given to me orally and in writing as well as the following:
  - a. There shall be no alcoholic beverages served or consumed on the premises.
  - b. Only lawful activities are permitted, and appropriately trained persons will properly supervise activities.
  - c. Parental or adult supervision of all minors in attendance will be provided at all times.
  - d. I and my group can be asked to leave or can be denied access to the premises without notice if SCC deems that is necessary for any reason, and we will leave promptly when instructed.
  - e. SCC may impose and I agree to pay the cost of clean-up, janitorial, or repair services needed because of the event and that such costs may be demanded.

I have read this Waiver, Release, and Indemnification Agreement and understand all of its terms. No other promises, or inducements, written, or verbal have been made to me or to our group, and execute this Waiver, Indemnification, and Release Agreement on behalf and on behalf of others in my group.

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

PLEASE NOTE: Completing the online Building Use Form and agreeing with terms and conditions is the equivalent of a signature here.

I have reviewed the SCC Building Use Agreement, the Waiver, Indemnification & Release, and the Cleaning Checklist included in this document and I agree to comply with all the terms and conditions.

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

SCC representative \_\_\_\_\_ Date \_\_\_\_\_

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## Seward City Church Cleaning Checklist

### Sanctuary

- Pick up trash
- Empty trash
- Straighten chairs and rows
- Vacuum rug by exit doors
- Sweep
- Mop if needed; spot mop is usually adequate

### Classrooms (attached bathrooms)/Office

- Vacuum
- Empty trash
- Wipe down counters & tables
- Disinfect toilets, sinks, countertops
- Restock toilet paper & paper towels
- Mop bathroom floors

### Entry/Hallways/Coffee Counter

- Sweep/Vacuum – including rug by back doors near trash
- Mop
- Empty trash
- Wipe down counter and sink
- Wash windows- including windows from hallway into sanctuary

### Fellowship Room/Kitchen

- Vacuum
- Mop
- Straighten tables/chairs
- Wipe down counters

### Bathrooms

- Empty trash
- Mop
- Disinfect sinks, toilets, urinals and diaper changing stations
- Clean mirrors
- Restock paper towels, toilet paper