

# +Saint John's Episcopal Church

760 First Avenue, Chula Vista, CA 91910

(619) 422-4141

[info@saint-johns.org](mailto:info@saint-johns.org)

## Request for Use of Facilities

A signed *Facilities Use Agreement* is required.

Name of Individual/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Person Responsible for Request: \_\_\_\_\_

Telephone (if different from above): \_\_\_\_\_

E-Mail Address (if different from above): \_\_\_\_\_

Nature of Organization:

a.  Tax Exempt

b. Please describe the activities and purpose of the organization: \_\_\_\_\_

\_\_\_\_\_

1. Scope of facility use:

a. Type of activity: \_\_\_\_\_

b. Estimated number of people in attendance: \_\_\_\_\_

c. Requested date(s): \_\_\_\_\_

d. Request space:  Hall  Kitchen  Courtyard  Church

e. Requested times (includes setup and breakdown - 8 hour maximum):

Morning  Afternoon  Evening

2. Special needs, concerns, or requests: \_\_\_\_\_

\_\_\_\_\_

# St. John's Episcopal Church

## Facilities Use Agreement

### Rules and Policies Governing Use of St. John's Facilities

1. Any individual or organizations using St. John's Episcopal Church (hereafter referred to as "Church") buildings or rooms must be a non-profit organization or be engaged in activities which would meet the requirements of the State of California Welfare and Exemptions Codes granting non-profit status.
2. Individuals or Organizations using the facilities (hereafter referred to as "Users") will be expected to make a standard donation to help cover costs of building maintenance and personnel costs. Please see the attached Standard Donation Schedule. Fifty percent of this donation will be provided upon signature of this contract, and the other fifty percent must be provided five days prior to the use of facilities. All Users will be required to also pay a security deposit of \$500.00 to cover any damage to facilities or grounds incurred due to the use of User. This deposit will be returned to the User within two weeks of the termination of this agreement if no damage is noted.
3. It is understood that Users will abide by the rules and policies governing use of the facilities adopted by the parish Vestry, as contained in this document.
  - a. The User agrees to be solely responsible for all activities and individuals admitted to the premises by the User while utilizing Church facilities. This include ensuring that all activities and participant are supervised and that Church facilities are utilized in a manner consistent with the primary use of the facilities as a sacred/religious space, and to prevent any use or conduct which would interfere in any respect with the religious status and use of the Church and its property.
  - b. The User is responsible for all persons consuming alcoholic beverages and shall have sole liability as the contract signed user. Alcohol consumption must follow California state law. Alcohol consumption is prohibited to all persons under 21 years of age. No sale of alcoholic beverages is allowed within or on Church property.
  - c. All events in which alcohol is consumed requires the placement of a security guard from the approved list at the cost of the User. (Please see approved list attached)
  - d. A sexton (or Church employed staff member) must be on the premises during the entire scheduled time of use. The sexton will serve as the Church's official representative during the User's use of the facilities and has full authority to enforce this agreement.
  - e. The User will contact the Parish Secretary to schedule an event, including setup time for setup and any rehearsal time. The Parish Secretary must have at least two weeks notice for scheduling or cancelation except in exceptional

circumstances as approved by the Rector or Senior Warden. The Church has no obligation to return a donation if a cancelation occurs without at least two weeks notice.

- f. In extreme circumstances it may be necessary to cancel or reschedule a User function in order to accommodate a Church function. In these circumstance, the Church will make reasonable efforts to reschedule the User's event in a timely manner. Should the User desire to cancel the event rather than reschedule, the Church will refund the User's donation.
- g. The Hall has a maximum capacity of 150 persons for a standing reception or approximately 90 people seated. Maximum capacity of the church nave is 257 and the Chapel can hold approximately 25 persons. These limitations and other posted building capacities shall not be exceeded.
- h. User will not interfere with any uses or activities of the Church.
- i. Smoking/vaping/illegal drug usage is prohibited in all buildings, on the grounds and in the parking lot.
- j. No food or drink is permitted in the Church and Narthex (church lobby).
- k. No sales of any type are allowed on the Church premises. This activity may threaten the non-profit status and insurance coverage of both organizations.
- l. No device that produces flames, sparks, smoke, or explosives including, but not limited to, cigarette lighters, candles or garden torches may be used in or about the Church facilities without the expressed approval of the Rector and/or Senior Warden.
- m. All sets, props, costumes, and other materials employed by the user must conform to all existing fire and safety codes.
- n. No brochures, pamphlets, nor other printed materials may be sold or posted within the Church facilities or grounds. Nor may any material be displayed or taped, tacked, or otherwise affixed to walls, windows, doors, or any other fixtures of the Church complex without prior approval of the Rector and/or Senior Warden.
- o. Church property will not be used for political purposes, including but not limited to, the promotion of a particular political candidate, party, or agenda.
- p. The Users may furnish a floor plan for the event with table and chair arrangements to the Parish Secretary. Church staff will make reasonable efforts to set the room per the submitted plan on User's behalf utilizing items currently with the Church's inventory. The following is a current inventory for the Church Hall: 4 six-foot tables, 5 eight-foot tables, 12 rounds of 8, 1 card table, and 90 chairs. Table linens are not provided.

- q. The User may negotiate access to the kitchen. If the kitchen is used, all items, including but not limited to silverware, utensils, cookware and dishes must be returned to their original location, in their original condition. Users are liable for any damage to kitchen appliances or utilities caused by the User's negligence or willful misuse.
- r. The User agrees that if any of the Church's facilities or property is damaged or removed during the term of this agreement by the act, default or negligence of the User or the User's guests, patrons, or any person admitted to the premises by the User, it shall pay to the Church, upon demand, such sums as may be necessary to restore the Church premises or property to the condition they were in prior to the date of use. User agrees to immediately report to the Parish Secretary any breakage or damage and to pay full cost of replacement or repairs. If any damages are seen by the church staff during a post-event walk-through inspection, the amount will be taken out from the security deposit (mentioned in Paragraph 2 of this agreement) to repair any damages. The User will be notified in writing of any noted damages. If there are no damages, the security deposit referenced in paragraph 2 of this agreement will be refundable in part or in total within two weeks of the event and after the inspection of the facilities by the Parish Staff.
- s. All children must be under adult supervision at all times during the scheduled event. The Church is not responsible for the welfare of any children on the premises. Children are prohibited from playing in and around the fountain area.
- t. It is understood that if the user shall at any time accept or use any type of medical or ambulance services, or any service in connection with an injury or sickness occurring to any person on the premises during the terms of this agreement, the user hereby accepts full responsibility for the costs of such services, and any liability resulting there from, and shall not hold the Church responsible in connection therewith.
- u. The User agrees to waive any and all claims that the User may have now or in the future against Church and to release Church from any and all liability for any loss, damage, expense or injury, including death, that user may suffer or that users guest may suffer, whether foreseen or unforeseen, as a result of use of the facilities due to any cause whatsoever, including gross negligence, breach of contract, or breach of any statutory or other duty of care.
- v. The User agrees to hold harmless and indemnify the Church, and its officers, members, clergy, staff, agents or volunteers from any and all liability for any property damage and/or personal injury to the User or any third party resulting from the User's event and use of property.
- w. The User agrees to provide a Certificate of Insurance which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence/or homeowners or renters insurance in which names the Church, and its officers, members, clergy, staff agents, and volunteers as an additional insured

prior to the event for any damages, injury, or lawsuit incurred as a result of the event.

- x. The User agrees not to violate any applicable city, county, state, and/or national laws, regulations or ordinances while utilizing the Church grounds and facilities. The User agrees to pay any and all fines, penalties, taxes, and increased insurance premiums, if any, that may arise from such a violation.
- y. St. John's will not tolerate discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin. Should User, or any of User's guests or associates, be determined to be participating in such behavior the Church reserves the right to terminate its agreement with User at any time. No donation will be refunded to User in this circumstance.
- z. This Agreement is the entire Agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous oral and written agreements and discussions. This Agreement may be amended only by an agreement in writing, signed by both parties hereto.

**This Agreement grants a personal license only and does not create a tenancy. It may not be assigned to or used by any other organization or person. It may be revoked or cancelled by the Church without liability at any time for any reason. The undersigned is the responsible individual for the event and for the actions of the attendees of the event.**

**IN WITNESS THEREOF, St. John's Episcopal Church and the User have duly signed this Agreement on this date.**

\_\_\_\_\_  
**Signature of Church Officer** **Date**

\_\_\_\_\_  
**Printed Name** **Contact Phone**

**E-mail Address:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of User** **Date**

\_\_\_\_\_  
**Printed Name** **Contact Phone**

**E-mail Address:** \_\_\_\_\_

**Security Deposited Received: \$** \_\_\_\_\_

**50% Deposit of Donation**     **Cash**     **Check**     **Credit Card**

**Paid in Full:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date Certificate of Insurance Received:** \_\_\_\_\_

**Proof of Security Company Contract:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Date reviewed:** \_\_\_\_\_

# St. John's Episcopal Church

## Standard Donation Schedule

Facilities of St. John's Episcopal Church shall be available for the use by individuals and nonprofit organizations for activities consistent with the principles and purposes of the Church. The costs of such use are as set out below. All requests for the use of the facilities must be submitted to the Parish Secretary, who is responsible for the scheduling of all church activities. The Rector and/or Wardens must approve all requests. All events must take place between the hours: 8:00 am – 10:00 pm.

<u>Facility Area</u>	<u>Member* / Non-Member Donation</u>
Church	No Charge / \$800
Nale Hall	\$400 / \$800
Kitchen	\$125 / \$250
Patio/Courtyard	\$250 / \$500
Security Deposit (refundable)	\$500 / \$500
Sexton (per hour)	\$25
Security Guard (to be paid by User)	See attached approved list

Users shall be required to sign a Facilities Use Agreement. The terms and conditions of the Facilities Use Agreement and the Standard Donation Schedule are the minimum required of all Users and shall constitute the full agreement between the Church and particular User.

**50% of the Donation(s) Schedule and the Security Deposit is due upon signing of the Facilities Use Agreement.**

**Donation balance and Proof of Insurance are due (5) days prior to the event date.**

**\*Donations of a member and policy may be negotiated at the discretion of the Rector and/or Wardens**

## **Approved Security Guard Companies:**

**1. Umbrella Security Services**

4025 Camino Del Rio South Ste 337  
San Diego, CA 92108  
691-323-0903  
\$800 / event (3-4 day notice)

**2. ASAP Security**

106 S Grape St Unit 17  
San Diego, CA 92025  
833-856-5543  
\$300 / 4-6 hour event (additional time negotiable)  
1-2 weeks notice (currently booked till mid-June)

**3. Eagle Eye Security Solutions**

1045 Bay Blvd B,  
Chula Vista, CA 91911  
619-947-5442  
\$48-\$52 / hour  
48 hour minimum notice  
Adrian Gonzalez  
[a.gonzalez@eessinc.com](mailto:a.gonzalez@eessinc.com)

**4. United Guard Services San Diego**

5035 Camino Andorra #201  
San Diego, CA 92130  
619-549-6464