

OCEAN VIEW PRESBYTERIAN CHURCH
APPLICATION FOR RENTAL OF CHURCH FACILITIES
Form (1/21/2019)

Date of Application: _____

Tenant: _____

Management Company (if applicable): _____

Contact Name: _____

Address: _____

Home / Work Phone(s): _____

E-mail: _____

Facilities Requested:

Sanctuary: _____ Fellowship Center: _____ Memorial Hall: _____
With Kitchen Use: _____

Caterer: _____ Caterer's Phone Number: _____

Event (describe): _____

Schedule: Single Event: _____ Recurring Event: _____

Schedule (e.g. one time, every Tuesday, first Tuesday of month, etc.): _____

Day of Week: _____ Beginning Date: _____ Ending Date: _____

Set-up Time: _____ Event Start Time: _____ Event End Time: _____ Tear-down Time: _____

Proposed Fees: (circle applicable & fill in total amount due)

Fellowship Center \$100.00
Sanctuary \$200.00
Memorial Hall \$200.00 (with Kitchen Use \$250.00)
Parking Fee \$50.00 (mandatory for Groups over 85 People)
Organ Use \$ 75.00
Cleaning Fee.....TBD
Donation\$ _____
TOTAL.....\$ _____

Payment Schedule (e.g., weekly, monthly, one time only): _____

Professional Services (to be paid directly): Pastor:\$200.00
Organist/Pianist:.....\$200.00

If the premises or any part of the Building is damaged by fire or other casualty resulting from any act of negligence by Tenant or any of Tenants agents, employees or invitees, the Tenant shall be responsible for the cost of repair not covered by insurance.

Church shall maintain fire and extended coverage insurance on the building and premises in such amounts as Church shall deem appropriate. Church shall maintain insurance against theft within the Premises of the Building. Tenant shall be responsible, at its expense, for extended coverage on all of Tenant's personal property.

The Church assumes no responsibility for damages to any property stored on its premises.

The Tenant shall obtain and maintain in force a general liability insurance policy satisfactory to the Church, in which the Tenant and the Church shall be named insured parties. Certificates of this insurance will be presented to the Church prior to occupancy, at time of any interim renewal of the policies, or upon renewal of this agreement. The Tenant shall hold the Church harmless from any liability arising from injury to persons or property caused by any act or act of omission by the Tenant, Tenant's employee, or guest.

The signed agreement and payment must be submitted to the church office (**Monday through Thursday 9am – noon**) no later than a week before the event. The office is closed on Friday. A member of OVPC will unlock the room and lock it after the event

THE CHURCH'S NEEDS SHALL TAKE PRIORITY SHOULD A SITUATION ARISE, SUCH AS A FUNERAL, WHICH NECESSITATES USE OF THE FACILITY YOU HAVE SCHEDULED.

Applicant's Signature: _____

OVPC Member Signature: _____