

**OCEAN VIEW PRESBYTERIAN CHURCH
APPLICATION FOR RENTAL OF CHURCH FACILITIES**

Form – 4/7/2014

Date of Application:

Organization:

OVPC Member _____ OVPC Church Group _____
Non-Profit _____ For Profit _____

Are you registered with the IRS (501-C3) as a non-profit organization? Yes _____ No _____
Please attach a copy of the 501-C3 or provide a short statement of your organization's purpose.

Umbrella Organization:

Address:

Web Site:

Phone Number:

Event:

Contact Persons: - (two names required, primary and secondary.)

Name:	Name:
Address:	Address:
Home/work Phone:	Home /work Phone:
Mobile Phone:	Mobile Phone:
E-mail:	E-mail:

Facilities Requested:

Sanctuary: _____ Fellowship Center: _____ Memorial Hall: _____
Without Kitchen Use: _____ With Kitchen Use: _____ Catered: _____
Caterer: _____ Phone Number: _____

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:

Beginning Time: _____ Ending Time: _____

Proposed Fees: (circle applicable)

Fellowship Center Charge.....	\$85.00		
Sanctuary Charge	\$150.00		
Memorial Hall Charge.....	\$150.00	with Kitchen Use	\$210.00
Cleaning Fee	\$50.00		
Organ Use	\$50.00		
Donation	\$ _____		
TOTAL.....	\$ _____		

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

Special Services (paid directly to person):... Pastor:..... \$125.00
Organist/Pianist:..... \$125.00

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.

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

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

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

The key to the facility can be picked up at the church office any weekday before noon, along with payment and signature on this rental agreement. Under no circumstances may the key be copied.

THE CHURCH SHALL TAKE PRIORITY SHOULD A SITUATION ARISE SUCH AS A FUNERAL THAT NECESSITATES USE OF THE FACILITY YOU HAVE SCHEDULED.

Applicant's Signature: _____

OVPC Member Signature: _____