



Good Shepherd Episcopal Church Facility Use Application

1300 Fifth Avenue, Belmont, CA 94002, (650) 593-4844, contact@goodshepherdbelmont.org, www.goodshepherdbelmont.org

Please type or print legibly

LOGISTIC INFORMATION		
Use (event, program, etc.) Title: _____		
Briefly describe the nature of the event or program (i.e. recovery group meetings, youth club meetings, concert, reception, party, dance, lecture, etc.): 		
For ONE TIME or LIMITED use: Date(s): _____ Set up start time _____ Event start time _____ Event end time _____ Lock up time _____ Table / Equipment delivery day and time _____ Pick-up day and time _____	For REGULAR (ONGOING) use: Day of the week: _____ Start date: _____ End date/Renewal date: _____ Set up start time _____ Event start time _____ Event end time _____ Lock up time _____	
What decorations are you planning?		
Will food/beverages be served?		
Will alcohol be served? <i>See attached alcohol policy.</i>	Is there an admission charge or will tickets be sold for the event?	Have you checked with ABC to see if you need to obtain a license?
Will alcohol be free or sold?	Will there be amplified? DJ ___ Live musicians ___ Other? _____	What space/s do you wish to use? Parish Hall _____ Parish Hall Kitchen _____ Chapel _____ Sanctuary _____
What outside vendors (if any) will be used (i.e., caterer, planner, etc.)		
How did you hear about us?		
CONTACT INFORMATION		
Name:		
Title/Position (if organization rep)		
Phone:	Alt. Phone:	Email:
City:	State:	ZIP Code:
ORGANIZATION INFORMATION		
Name:		
Address:		Phone:
City:	State:	ZIP Code:
EIN (<i>attach copy of nonprofit certification</i>):		Website:
REFERENCES (required for regular/ongoing use applicants)		
Name:	Address:	Phone:
1)		
2)		
I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.		
Signature of applicant:		Date:

OFFICE USE ONLY	
Application Received (date):	Signed "Conditions of Use" received (date):
Deposit Received (date):	Deposit Returned (amount) (date):
Non-profit Certificate Received (date):	Insurance Certificate of Liability Coverage Received (date):
Key holder for open/lock-up:	Key Form Completed (date):
Application Received By (signature):	Date:
Print Name:	Title:



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Conditions of Use

Please initial each item below.

___ I/We agree to pay the required deposit and use fee agreed upon by the organization and the church, in accordance with the current rate schedule.

___ I/We agree to provide written evidence of our **non-profit** status (if applicable) with the application for use of Good Shepherd's buildings at the non-profit rates.

___ I/We agree to provide, as part of the application, written certificate of \$1,000,000 liability coverage naming "Good Shepherd Episcopal Church" as an "additionally insured".

___ I/We agree to follow the General Usage Guidelines for use of the Good Shepherd Episcopal Church property, which are attached to and made a part of this agreement.

___ I/We understand that Good Shepherd Church will not provide any set-up or clean-up for our event/meeting. Any exception to this must be specifically arranged and agreed upon in advance.

___ I/We understand that any damages will be paid from the deposit and that if they exceed the amount available from the deposit, I/we will pay the extra cost.

___ I/We agree that no hard liquors will be used on Good Shepherd's property, additionally to abide by the Diocese of California Alcohol Policy, which is attached to and made part of this agreement.

___ I/We agree that any use of the kitchen facilities needs authorization from Good Shepherd's staff.

___ I/We agree to notify the office upon each change of group representative.

Note: *This application is subject to cancellation within 24 hours if unavoidable emergencies make it necessary to use facilities specified for church purposes.*

We have read and accepted the conditions of use stated above.

Organization name (If applicable): _____

Contact Name (print): _____

Contact Signature: _____ **date** _____
Signature on behalf of group

Accepted on behalf of Good Shepherd Episcopal Church

_____/_____
Signature Title Date



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General Usage Guidelines

- **No Smoking** – No smoking permitted inside the building at any time for any reason. You may smoke outside, but you must put all cigarette butts in the provided cans – do not throw them on the ground
- **No Candles** – No candles may be burned at any time for any reason. In case of power outage, please use flashlight provided in the bathroom medicine cabinet.
- **No Animals** – No animals are allowed inside the building, with the exception of specially trained dogs for the disabled.
- **No children in the backyard or playgrounds**- Children are not allowed on the playgrounds or in the backyard at any time for any reason unless authorization is provided ahead of time. Children must be always supervised.
- **Motorcycles** - All motorcycles must be parked on the street. Do not park motorcycles on any part of the church premises, including (but not limited to) concrete areas, patio/garden, lawn and sidewalks.
- **Bicycles** - All bicycles must be parked on the concrete areas only and must not block access to buildings
- **Furnace and Thermostats** - Follow the posted instructions for usage. In the interest of economy and saving energy, please keep doors closed while the heat is on.
- **Bulletin Boards** – Please add items only in the “Community” section (the two bulletin boards near the exit to Fifth Avenue). The remainder of the bulletin board space is for parish use.
- **Furniture** - Keep the areas in front of all doors free of furniture and other obstacles. They are fire exits and need to remain accessible.

Clean-up

- **Kitchen Equipment Used** – If prior permission has been given to use anything in the kitchen, everything must be washed, dried and returned to their proper places.
- **Counter Tops and Stove** - If prior permission has been given to use the kitchen the stove and counter tops must be wiped down with the spay located under the sink.
- **Garbage/Recyclables/Compost** - Please sort garbage, recycling, and compost. Garbage should be bagged and disposed of in the garbage bins near the alley. Recyclables and compost should be sorted and placed in the appropriate bins near the alley.
- **Dishwasher and Garbage Disposal** - Do not use unless your group is paying for full kitchen usage (Most groups are paying for “Continental” usage, i.e. beverages and cookies). In any case, only **VERY** small amounts of food may be put down the disposal – large amounts of food clog up our small pipes and cause back-up.

Locking Up and Leaving

- **Lights** – check that they are turned off.
- **Furnace** – Follow the posted instructions for usage.
- **Doors** - Lock all doors

***Only through your cooperation can we keep the Parish Hall functioning
In a manner that results in a pleasant and economical place to meet.***



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Kitchen Use Explained

Whether using the kitchen for light continental service or for full use, the group is responsible for providing its own supplies (including coffee pots, paper products, utensils, etc.).

Use of church supplies in the kitchen must be authorized in advance (this includes plates, utensils, items in the cabinets and drawers, etc. If authorized, the items must be appropriately cleaned and returned to their designated drawer or cabinet. Replacement or restocking of items may be deducted from the deposit, if needed.

Continental use means food that requires no on-site cooking and no significant clean up (disposable plates, etc.), and no use of appliances.

[Catering or “potluck” which is prepared offsite and served from chafing dishes (i.e., the person providing the food does not use the kitchen for preparation, cooking/heating, and service) is not considered “full use”.

Full use means use of appliances (as authorized), or use needed for more extensive food preparation and requiring additional clean up; the requested donation offsets the wear and tear on the kitchen and appliances, as well as the cost of using the utilities (gas, water, etc.).]

The Diocese of California Alcohol Policy may be found online at:

http://diocal.org/sites/default/files/media/PDF%20Docs/DioCal_Alcohol_Policy_2016.pdf