



THE PRESBYTERIAN CHURCH OF THE COVENANT
FACILITIES USE REQUEST

DATE RECEIVED _____ DATE APPROVED _____

ORGANIZATION REQUESTING _____

CONTACT PERSON _____ PHONE _____

EMAIL _____

CONTACT PERSON _____ PHONE _____

EMAIL _____

DATE(S) REQUESTED _____

TIME (Including Setup and Cleanup) START: _____ FINISH: _____

TYPE OF MEETING _____

NO. ATTENDEES _____

ROOM(S) REQUESTED _____

NO. CHAIRS _____ NO. TABLES LONG _____ ROUND _____

KITCHEN USE SOUND SYSTEM VIDEO WIFI
YES ___ NO ___ YES ___ NO ___ YES ___ NO ___ YES ___ NO ___

SOUND/VIDEO/WIFI TECH _____

ROOM FEE \$ _____

SOUND TECH FEE \$ _____

SIGNATURE _____

PCC APPROVAL _____ PCC CALENDAR _____

FACILITES CONTACT INFO: PHONE: 949/791-9393 EMAIL: FAC.PCCOV@GMAIL.COM

P.O. Box 2128, Costa Mesa, California 92628 - 714-557-3340

www.pccov.net

TERMS AND CONDITIONS

1. Organization agrees to accept full responsibility for all claims that may be filed against The Presbyterian Church of the Covenant (PCC) related to the Organization's use of the Facility.
2. The User Contact Person(s) will check out a key, if necessary, from PCC's Office and execute a Key Agreement. Loss of key will require a \$50.00 replacement fee.

A User Contact Person is responsible for opening the building/room, turning on lights, air conditioning and closing the building/room, making sure lights and air conditioning are off and the door(s) are closed and locked. If the Contact Person changed, written notice of the must be given to PCC along with the new contacts information.
3. A User Contact person must remain at the Church for the duration of the meeting/activity.
4. Changes of use or schedule must be coordinated with the Facilities team. Changes may not be made until approve PCC in writing.
5. Furniture shall be returned to the arrangement that existed prior to the start of the meeting/activity. Furniture may not be removed the building.
6. Cleanup is the responsibility of the User Organization. Any and all rooms used shall be left clean and arranged as found prior to their event, ready for the next user. Cleaning charges may be assessed to the User Organization at the rate of \$50.00 per hours. Minimum cleaning charge is \$50. This paragraph includes but is not limited to, the parking lot.
7. The cost of repair or replacement due to damage to fixtures or the building will be paid by the User Organization if the damage is caused as a result of the event/activity.
8. Smoking, vaping, the use of drugs or consumption of alcohol is not permitted in church buildings or anywhere on church grounds. This is a smoke free facility.
9. Church is not responsible for lost, damage, or stolen property of the User Organization, its employees, its members or its guests/participants.
10. All events must be concluded, and the facilities cleaned and returned to its condition prior to the meeting/activity by 10:00 p.m.
11. PCC may terminate or amend this agreement at any time with written notice to the User Organization.
12. The Organization Official signing this agreement has the authority and capacity to do so.

The undersigned agrees to the terms and conditions listed above.

User Organization: _____

Organization's Official _____ Title _____

Official's Signature _____ Date _____

Presbyterian Church of the Covenant (PCC)

PCC Official _____ Title _____

Official's Signature _____ Date _____