

Facility Use Request Form

Valley View Evangelical Church

11501 SE Sunnyside Road

Clackamas, OR 97015

Phone: 503-698-6000 Fax: 503-698-1179 E-mail: office@valley-view.org

This completed form must be returned to the church with payment and/or deposit, where applicable, at least two (2) weeks in advance of the requested date.

I/we request the use of the Valley View Church facilities on: _____
Date

Time (including set up/clean up): _____ to _____

Area(s) requested _____

Please limit use to approved area due to other users within the building. Use of kitchen is limited to Valley View Church personnel. Food and drinks are not allowed in gymnasium (except water in containers with lids that close).

User Group User representative

Event/Purpose

User address

Telephone Email

Refundable cleaning/damage deposit: \$200 Date Paid _____

Usage fee: \$ _____/hr. = _____ total Date Paid _____

Where applicable, your deposit will be refunded within two weeks if the building is found in satisfactory condition. Costs for any damages will be retained from the deposit and excess damage costs are the responsibility of the person named in this agreement. Contact the church office if you do not receive a refund within two weeks.

We desire that this building be an extension of our outreach in the name of Jesus Christ. As such we want all our dealings with people both within and outside our congregation to be gracious and clear. We hope you enjoy the use of our church facilities as an outreach to our community.

Liability Insurance

User will show evidence of insurance with a minimum liability occurrence of \$1,000,000 by providing a certificate of insurance naming Valley View Evangelical Church as “additional insured” with respect to the use by User of the above described premises. This certificate should be provided at least seven days prior to the date of use.

If User needs special event insurance for single day events, contact Special Markets Insurance Consultants and provide the Owner evidence of such coverage.

Special Markets Insurance Consultants	www.specialmarkets.com
Whiting Professional Building	(click on <i>Special Events</i> , then <i>Get Quote Today</i>)
2615 Post Road	
Stevens Point, WI 54481	800-727-7642

Please be aware and understand that this is a church building and church functions will take priority. We will attempt to contact the responsible party if an unavoidable conflict arises.

Church keys are not given out. Please call the church office the week before your scheduled event to coordinate access to the building.

Please make every effort to leave the room(s) in the same/better condition than when you found it.

It is therefore agreed by and between the User and Valley View Evangelical Church (Owner):

- User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
- User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Valley View Evangelical Church, which is a biblically-based religious institution.
- User agrees to hold harmless, indemnify and defend Owner (including Owner’s agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User’s purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner’s agents, employees and representatives) or otherwise.
- User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
- User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
- No church equipment may be used without express permission, i.e. sound system, projector, etc. Only church personnel may operate church equipment.
- Minor children must be supervised and in the presence of responsible adults at all times.
- Alcohol and tobacco use are prohibited on church property.

Signer’s Name

Position with User (title)

Date

Your signature acknowledges your agreement and willingness to abide by these rules.