

FACILITY USE AGREEMENT

**Mountain View Bible Fellowship
BUILDING USE REQUEST FORM**

By MVBF Members, Approved Non-Profits and others approved by MVBF Elders.

BOTH SIDES OF THIS FORM MUST BE COMPLETED AND RETURNED TO MOUNTAIN VIEW BIBLE FELLOWSHIP.

It is the policy of Mountain View Bible Fellowship that tobacco products, recreational Cannabis and alcohol are prohibited on its property. Please note that approval of a Building Use Request Form is neither a contract nor reservation. All scheduled events are subject to temporary postponement when our facility is activated as an Emergency Red Cross Shelter. Every effort will be made to communicate such actions in a timely manner.

USER INFORMATION

(*Required Information)

*Requested By (Name of Official Representative or Group): _____

*Email: _____ *Telephone: _____

*Address of User Group or Representative: _____

*City: _____ *State: _____ Zip: _____

REQUESTED USAGE

(Room Capacities Follow Applicable Rooms)

___ Auditorium (550)	___ Williams Center/Gym (220)	___ Fireside Foyer (80)
___ Kitchen	___ Youth Room (36)	___ Conference Room w/ Sink (25)
___ Small Classroom(s) 2 nd floor (12)	___ Large Classroom 2 nd Floor (30)	___ Multi-Purpose Room 2 nd Floor (30)
___ Food Served		

Additional Information: Number of Participants, attendees, etc. _____

EVENTS AND ACTIVITIES

Requested Dates(s) of Event _____

Time Frame: Set Up: _____ to _____ Event: _____ to _____ Tear-Down _____

If Recurring Event or Activity, Date Series will end _____

NOTE: IF THE RECURRING ACTIVITY WILL CARRY OVER TO THE NEXT CALENDAR YEAR, ONE FORM MUST BE COMPLETED FOR EACH YEAR. For Example, if the recurring activity starts in November and goes through March, complete one form notated with the November start date and the latest date in December the activity will take place. Complete a second form notated with the earliest date in January that the activity will continue plus the date in March on which the activity will conclude.

Type of Event: ___ Baby Shower ___ Banquet ___ Bridal Shower ___ Class
 ___ Concert ___ Cultural Event ___ Meeting
 ___ Overnight ___ Practice/Rehearsal ___ Youth Activity/Event
 ___ Wedding ___ Other _____ ___ Memorial (requires officiation by MVBF Pastor)

Furniture Required (user set-up) _____

Audio/Visual Needs (MVBF-designated person will set-up/conduct all operations; \$50/hour fee may apply): _____

PROCEDURE OF BUILDING USE APPROVAL

1. Upon receipt of a Building Use Request, MVBF will check availability of date(s) requested.
2. Building Use Fees are charged to cover custodial services, wear and tear on building equipment and cost of utilities. According to the extent of the request, MVBF will determine the Total Use Fee. **YOUR USE FEE MUST BE RECEIVED WITHIN 15 DAYS OF NOTIFICATION OF APPROVAL. IF USE FEE IS NOT RECEIVED WITHIN THIS TIME FRAME, YOUR BUILDING USE REQUEST IS DENIED.** Use Fee shall be determined according to the following schedule which is not applicable to weddings. Please see "Weddings Packet", available on-line at MVBF.ORG.

- Auditorium: \$185/day *
- Fireside: \$135/day when snacks/beverages served; \$100/day if not served *
- Williams Center (gym): \$100/day-all food products OK
- Multi-Purpose Room or Youth Room: \$135/day *
- Classroom (2nd floor): \$35/day/room
- Conference Room: \$50/day/room * Kitchen: \$140
- Audio/Visual Technician: \$50/hour

***Colored beverages are prohibited in carpeted areas.** 3. MVBF will arrange for a contact person to admit the user into the building and acquaint the user with the facility, the equipment, use of the equipment and the location of cleaning supplies. At the close of the event, the MVBF contact will verify that the building is left in an acceptable of preparedness for the next event or church function. Security Personnel will not be provided for the event by Mountain View Bible Fellowship.

FACILITY USE AGREEMENT

SECTION A: (Must be Signed by All Users)

You and/or your group ("the User") agree to reimburse Mountain View Bible Fellowship ("the Church") for costs of replacing or repairing any property damage suffered as a consequence of such use including personnel and janitorial costs. The User will leave the property in as good or better condition than prior to the event.

AGREED By: _____ DATE: _____
Signature of Official Representative or User (Must be 21 years of age)

SECTION B: (Must be Signed by All Users)

I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradicts the church's faith.

AGREED By: _____ DATE: _____

SECTION C: Complete if User Group DOES have CERTIFICATE OF INSURANCE: Must be signed/completed by any non-MVBF User Group.

User Group CERTIFICATE OF INSURANCE on file (current as of requested date of usage) _____ Yes; _____ No

NOTE: Mountain View Bible Fellowship's insurance provider requires a minimum of \$1,000,000 insurance coverage.

**SECTION D: Complete if User Group DOES NOT have CERTIFICATE OF INSURANCE
Must be signed/completed by any non-MVBF User Group.**

Indemnification Statement:

In lieu of a CERTIFICATE OF INSURANCE, and in consideration of Mountain View Bible Fellowship's permission for such use, the person signing as the User agrees, on behalf of themselves or the user group, its members and all persons using Mountain View Bible Fellowship property during such use, to forever release Mountain View Bible Fellowship officers, employees, servants, agents and any successor of Mountain View Bible Fellowship from any and all liabilities, claims, demands, actions, and causes of actions, whatever sort of nature, arising out of or related to any loss, damage or injury, including death, that may be sustained by user group, its members, and other persons using the church's property under this Agreement, their heirs, executors, administrators and other successors in interest that might result as a consequence of such use and further, to indemnify and forever defend Mountain View Bible Fellowship from the cost of defending any claim, demand, action or cause of action arising from such use, including the full payment to Mountain View Bible Fellowship as a judgment or judgments that might be entered against Mountain View Bible Fellowship as a result thereof and reasonable attorney's fees incurred by Mountain View Bible Fellowship.

By: _____ DATE: _____
Signature of Official Representative or User (Must be 21 years of age)

THIS SECTION IS FOR MVBF USE ONLY

Total Fee \$ _____ Fee Due Date: _____

Entered in Church Calendars _____

Approval & Fee Notification Email sent within 4 business days of approval

APPROVED By: _____ DATE: _____
Official Representative of MVBF

MVBF Contact Person for Event _____ Phone Number: _____

If NOT approved, Reason: _____