



4000 Clayton Road, Concord, CA 94521 925-682-8410

**SPECIAL EVENT FACILITY USE AGREEMENT**

Application Date: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Name of Group: \_\_\_\_\_ Event Time: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Building Use Start Time: \_\_\_\_\_

Food: \_\_\_\_\_ Alcohol: \_\_\_\_\_ End Time: \_\_\_\_\_

Rooms(s) Requested: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**Contact Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Person responsible to open/close other than above:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Non Profit Status: Y / N Certificate of Insurance Required: Y / N

Certificate Received by GSLC: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Phone: \_\_\_\_\_

Policy No. \_\_\_\_\_

**Fee Information:**

**FACILITIES:**

Sanctuary \$ \_\_\_\_\_  
Fellowship Hall \$ \_\_\_\_\_  
Kitchen – per event \$ \_\_\_\_\_  
Classroom \$ \_\_\_\_\_  
Garden \$ \_\_\_\_\_

Balance due at time of reservation confirmation:

\$ \_\_\_\_\_

(Use fee deposit is 50% due at reservation confirmation)

Balance due 30 days prior to event):

\$ \_\_\_\_\_

Damage /Cleaning Deposit due 30 days prior to event:

\$ \_\_\_\_\_

**OTHER SERVICES:**

Wedding Coordinator \$ \_\_\_\_\_  
Organist \$ \_\_\_\_\_  
Audio Technician \$ \_\_\_\_\_



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## Facilities Use: Policies and Information for special events

### 1.0 RESERVATION POLICY

1. Office hours are 9:00 am – 4:00 pm Monday through Friday.
2. Facilities are available for private, community, and non-profit organizations.
  - a. For-profit and political rallies are not permitted.
3. Tours of the facilities are available during office hours. Call for appointment.
4. Reservations or inquires can be made at church office Monday through Friday during regular office hours.
5. Reservations may be secured with **a deposit of 50% of the total rental fee. The remaining balance and any additional fees are due thirty (30) days prior to the event.**
6. Church reserves the right to determine what activity is consistent with the overall mission.
  - a. Senior pastor will have final authority on all events.

\_\_\_\_\_ Initials

### 2.0 CANCELLATIONS

1. Church reserves the right to retain rental fee if cancellation is **less than 15 days prior to the event.**
2. Church reserves the right to cancel an event in case of emergency with full refund. (i.e. damage to church facility)
3. **On-Site Administrator (OSA)** reserves the right to **terminate an event if conduct violates conditions of reservation contract with no refund.**

\_\_\_\_\_ Initials

### 3.0 SERVICES PROVIDED

1. An **ON-SITE ADMINISTRATOR (OSA)** or representative will be present during the event.
  - a. **OSA** will open and close facility and provide information and direction.
  - b. **OSA** will not serve, decorate, provide supplies, or be involved in event.
  - c. **OSA** will enforce use rules and has authority to terminate event.
2. The HVAC, sound, and lighting systems are fixed. Settings are **NOT** to be changed.
3. Tables and chairs are provided. Additional items such as podiums, screens, or microphones are available without charge.
4. The reserved facility **will not be opened prior to agreed time** for caterers, musicians, decorators, or deliveries.
5. Phones are not available for public use.
6. Personal support service such as minister, organist, soloists, wedding coordinator, and audio/visual technician - additional fees apply.

\_\_\_\_\_ Initials

### 4.0 POLICIES AND CONDITIONS

1. Rice, confetti, glitter, or similar items are not permitted on the church grounds.
2. **Smoking is not permitted inside the church facilities.** Smoking is not permitted within 20 feet any church facility.
3. Renting party will not sub-lease or allow any other use during their reserved time.
- 4 Outside music and entertainment shall cease at 10:00 pm.
5. Animals, other than service animals, are not allowed inside church facilities.
5. **Fees will not be refunded for reserved time not used.**

\_\_\_\_\_ Initials

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**5.0 ALCOHOLIC BEVERAGES**

- 1. Good Shepherd does not allow alcoholic beverages on the premises during non-member events.
- 2. If alcohol is brought into the event **the function will be terminated.**

\_\_\_\_\_ Initials

**6.0 DECORATIONS**

- 1. All decorations must be UL approved (flame-retardant) and subject to requirements of fire marshal.
- 2. The use of nails, tacks, scotch tape, staples, pins, etc. is not permitted.
- 3. BLUE paint masking tape only can be used.
- 4. Decorations, and any type of wire or cord, may not be hung, tied, or draped on any light fixture or fire-extinguishing fixture.
- 5. All decorations must be removed from the facility immediately after an event. **Any decorations not removed immediately after event will be thrown away and an appropriate charge will be deducted from the deposit.**
- 6. No flammable materials are permitted.
- 7. The use of glitter, metallic confetti, or similar items is not permitted.
- 8. All decorations must be approved by the **OSA** at least one week prior to the event.

\_\_\_\_\_ Initials

**7.0 INSURANCE**

- 1. For non-members an original Certificate of Insurance proving evidence of liability insurance in the amount of \$1,000,000 per occurrence must be provided for all events.
- 2. A description of the type of event, date(s) of the event, and the site of the event must be described on the policy.
- 3. The Certificate Holder must be named as: “Good Shepherd Lutheran Church, 4000 Clayton Road, Concord, CA 94521”
- 4. The Certificate of Insurance must be in the church office 30 days prior to facility use.

\_\_\_\_\_ Initials

**8. INDEMNITY AND HOLD HARMLESS CLAUSE**

- 1. All persons, groups and organizations shall agree to hold harmless Good Shepherd Lutheran Church their officers, agents, employees and volunteers against any and all claims, demands, causes of action, suits, and expenses, arising out or resulting from use of the facilities.
- 2. Acceptance of the Certificate of Insurance required under this agreement does not relieve the renter from liability under the Indemnity and Hold Harmless Clause.

\_\_\_\_\_ Initials

**9.0 CLEANUP**

- 1. Facility User is responsible for the clean-up of the facilities.
- 2. All tables must be completely cleared and wiped down.
- 3. **Trash must be emptied to the dumpster.** Trash bags will be supplied.

\_\_\_\_\_ Initials

**10.0 KITCHEN RESPONSIBILITIES**

- 1. Use of kitchen equipment may be allowed for Members, Non-Members and Certified/Licensed Caterers.
  - a. Outside caterer coming in to use kitchen must meet with OSA prior to event to confirm proper use of equipment.
  - b. Caterers not associated with the church must provide a copy of their current Food Handling Certification, business license, and workers compensation insurance.
- 2. **The facility users will be responsible to thoroughly clean the kitchen area, sweep the floor and empty trash.**
  - 3. Mopping kitchen floor is the responsibility of the church staff.

\_\_\_\_\_ Initials

**11.0 DAMAGE/CLEANING DEPOSITS**

- 1. **Deposits will be refunded 15-30 days after the event provided there were no damages, extra cleaning, and facilities were vacated at proper time and condition.**
- 2. Serving red wine or red punch may result in additional cleaning charges.
- 3. Facility inspection will be conducted by OSA following the event to determine damages, extra cleaning and document the time the facility was vacated. Please inform the OSA if you wish to be present at this inspection.
- 4. Damage/Cleaning deposit is required in addition to all other rental fees.

\_\_\_\_\_ Initials

**12.0 USE FEE DEPOSIT**

- 1. Use fee deposit is 50% of estimated fee AND due when reservation is confirmed.
  - a. Balance of fee is due 30 days prior to event.
- 2. Refund of deposit will be made on following schedule.
  - a. 100%, 90 days prior to event.
  - b. 50% between 59 and 30 days to event
  - c. 10% up to 30 days prior to event.
  - d. 0% if less than 7 days prior to event.

\_\_\_\_\_ Initials

I, the undersigned, as the legal representative for \_\_\_\_\_ have received, read and agree that we will abide by all the rules and regulations as stated in the **Facilities Policies and Information** agreement with Good Shepherd Lutheran Church. Further, I agree to the event information, fees, and payment schedule as outlined in the **Facility Reservation Contract**.

User Representative \_\_\_\_\_ Dated : \_\_\_\_\_

GSLC Representative \_\_\_\_\_ Dated: \_\_\_\_\_

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4000 Clayton Road, Concord, CA 94521 925-682-8410  
 Fee Schedule, beginning August, 2022

On-Going Events

Average attendance per week times \$1.00 for the month (thus if average attendance is 20, then 20 times \$1.00 = \$20.00 per month).

On-Site Administrator: \$20.00 per hour, times number of hours per week, times 4 weeks per month (thus, if using hall 2 hours/week: 2 times \$15 = \$30; \$30 times 4 = \$120/month).

Special Events

On-Site Administrator (\$20 per hour / with a 4 hour minimum) and the following schedule below.  
 Fee Schedule included here as of August, 2022

BUILDING	ROOM	OCCUPANCY	MEMBER RATE	NON-PROFIT RATE	NON-MEMBER RATE
Sanctuary Use	Choir Practice	45	-0-		\$500
	Choir Robing	40	-0-		\$50
Fellowship Hall	Fellowship Hall	250	\$28/hr	\$84/hr	\$140/hr
	FH With Kitchen		\$40/hr	\$120/hr	\$200/hr
Additional Rental Items Available	Coffee Pot(s)				\$25
	Portable Podium				\$10
	Sound System (F.H. Only)				\$50
	TV & VCR				\$10