

DISCOVERY CHURCH

580 East Easy Street • Simi Valley, CA 93065

Phone: (805) 522-1360 • Email: info@discoverychurch.com

FACILITY USE APPLICATION FORM

Completion of this form helps establish your needs as well as those of the staff assisting you. Activities will be recommended for approval based on their compliance with the stated goals and policies of the Church. Also, we will consider the availability of the Church facilities and services.

Confirmation will be sent by email or phone call.

REQUESTOR:	ORGANIZATION:	CONTACT PERSON:
PHONE NUMBER:	EMAIL ADDRESS:	CHURCH MEMBER: <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF ACTIVITY:		
TYPE OF EVENT: <input type="checkbox"/> CHURCH EVENT <input type="checkbox"/> NON-CHURCH EVENT		
FOR NON-CHURCH EVENT, PLEASE INDICATE TYPE OF USE: <input type="checkbox"/> SCHOOL EVENT <input type="checkbox"/> COMMUNITY EVENT <input type="checkbox"/> RELIGIOUS EVENT <input type="checkbox"/> OTHER: _____		
DATE:	EVENT STARTING TIME:	EVENT ENDING TIME:
NUMBER OF ATTENDEES:	Times listed above need to include all set-ups and take down times.	

ROOM(S) REQUESTED:			
<input type="checkbox"/> West Auditorium	<input type="checkbox"/> West Lobby	<input type="checkbox"/> East Auditorium	<input type="checkbox"/> East Lobby
<input type="checkbox"/> Student Room	<input type="checkbox"/> 252 Street Classrooms		
SEE FACILITY USE POLICY DOCUMENT FOR A DESCRIPTION OF ROOMS			

DESCRIBE YOUR EVENT. INCLUDE THE PURPOSE OF YOUR EVENT. WHO IS INVITED? IS THIS A SINGLE USE EVENT OR A REOCCURING EVENT?

HOW IS YOUR EVENT FUNDED? IS THERE A CHARGE TO YOUR ATTENDEES?	
IS THIS EVENT A FUNDRAISER FOR YOUR ORGANIZATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, WHO WILL BENEFIT FROM YOUR FUNDRAISER?	

ROOM SET-UP:
<input type="checkbox"/> AS IS <input type="checkbox"/> ROUND TABLES AND CHAIRS <input type="checkbox"/> CHAIRS ONLY – THEATER STYLE <input type="checkbox"/> BANQUET TABLES FOR CHECK-IN AREA <input type="checkbox"/> OTHER _____
ADDITIONAL REQUESTS:
<input type="checkbox"/> MICROPHONE <input type="checkbox"/> SOUND SYSTEM <input type="checkbox"/> LIGHTS <input type="checkbox"/> POWERPOINT PRESENTATION <input type="checkbox"/> TV/DVD <input type="checkbox"/> OTHER _____

APPLICANT NEEDS TO RECEIVE AND READ THE POLICY ON USE OF CHURCH FACILITIES, WHICH OUTLINES ALL OF THE CHURCHES RULES AND REGULATIONS ON USING THE CHURCH FACILITY.

_____ I ACKNOWLEDGE RECEIPT OF THE POLICY ON USE OF CHURCH FACILITIES.
(INITIAL)

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APPLICATION FOR USE OF FACILITIES AGREEMENT

The undersigned represents that he/she is a duly elected and constituted member of the undersigned organization, and is authorized to make this application on behalf of the undersigned organization and the individual members thereof.

I, _____ representing _____ acknowledge that Discovery Church is not insured against injury for any person during the hours I reserved and that Discovery Church will not and cannot be monetarily responsible for personal injuries which might occur to any person while on the premises of Discovery Church.

All parties hereby fully agree to relieve, indemnify and hold harmless Discovery Church and its personnel from any and all liability and/or responsibility in connection with this event, including but not limited to personal injuries and or any other conflicts that may arise prior, during or after said event.

Print Name: _____

Signature: _____ Date: _____

FOR CHURCH OFFICE USE ONLY		
DATE RECEIVED:	INSURANCE REQUIRED:	
APPROVED BY:	APPROVAL DATE:	APPLICANT NOTIFIED:
RENTAL AMOUNT:	DEPOSIT RECEIVED:	BALANCE DUE:
	AV REQUIRED:	AV STAFF ARRANGED:

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POLICY ON USE OF CHURCH FACILITIES

1. Requests for use of facilities and equipment must be in writing on an application form provided by the Church and submitted to the Church office for review and approval.
2. Scheduled meetings and events of the Church are given priority.
3. Requests for use of facilities must be made no less than 30 days preceding the event.
4. A deposit equal to 50% of the Facility Use Fee is payable once the Church approves the Facility Use Application. Balance of Facility Use Fees is due one week prior to your event.
5. Discovery Staff will not accept rental company deliveries or pick-ups.

RULES AND REGULATIONS GOVERNING USE OF THE CHURCH FACILITIES

1. Any organization whose Facility Use Application is accepted by the Church may be required to provide the Church with a Certificate of Insurance indemnifying and holding harmless the Church and its representatives no less than 14 days after application is approved. Failure to provide Certificate of Insurance will nullify approval of facility use.
2. Any organization whose Application is accepted by the Church must submit a deposit equal to 50% of the Facility Use Fee upon approval of their application. If Applicant notifies Church of cancellation more than 14 days prior to the Event, 50% of the deposit will be refunded. Cancellation by the Applicant within 14 days of the Event will result in loss of the deposit. Cancellation by the Church will result in a full refund of the deposit.
3. Upon approval of the Application by the Church, Applicant will submit balance of Facility Use Fee the week prior to the Event. Failure by Applicant to submit these deposits will be grounds for the Church to cancel the Event.
4. Applicant understands that should the use of the facilities by it's organization cause additional expense beyond normal usage of Church facilities (such as, but not limited to, extensive cleaning, additional refuse collection, or repairs to the Church facilities or equipment), as determined by the Church or its representative(s), the cleaning/damage deposit will be retained by the Church, and Applicant will be charged for any additional expenses beyond the deposit. Applicant agrees to pay this amount within five (5) business days upon receipt of notice, with documentation, from the Church.
5. Applicant agrees that the Church or its representative(s) may monitor Applicant's approved use of Church facilities, and Applicant agrees to comply promptly with any request or directive made by the Church or its representative(s) relative to Applicant's compliance with the terms of the approved Application.
6. Applicant must furnish own supplies (cups, plates, napkins, utensils, food, non-alcoholic beverages and coffeepot).
7. Decorations may be applied **ONLY** with masking tape. **NO** nails/pins/tacks are allowed. No materials can be attached to light fixtures. Any violation will result in loss of deposit.

8. Please be mindful that you are holding an event on Church grounds and that appropriate behavior, dress, and language are expected. This is an alcohol- and smoke-free environment.
9. Applicant understands the Agreement must be approved by the Church and/or its representative(s) prior to use of the Church facilities.

AVAILABLE CHURCH FACILITIES

WEST AUDITORIUM (recommended for events for 250+ people)

The West Auditorium is approximately 5,000 square feet and has seating for 425 people in theatre style and 300 with round tables/chairs. There is no additional fee for using available approved equipment and furnishings. Equipment includes:

- chairs
- round tables 60"
- rectangular tables

The West Auditorium is equipped with a full sound system including a 64-channel Midas Verona soundboard with a separate monitor board on stage. Detailed specs on equipment are available, as needed.

EAST AUDITORIUM (recommended for events for 150-250 people)

The East Auditorium is approximately 4,500 square feet and is decorated with elementary children in mind or a regular theater. Seating is for 250 people. Sound, lights and video equipment available in this room. There is a lobby area to this room that may be utilized for your check-in area.

STUDENT ROOM (recommended for 75 people or less)

The Youth Room is approximately 1,500 square feet and has seating for 50 people and is located on the second floor of the building. The Youth Room is equipped with a sound system, including a soundboard. There are two screens with video projectors.

WEST LOBBY

The West Lobby is approximately 5,000 square feet and is located outside of the Sanctuary. This is an excellent area to have your check-in table and serve refreshments. The lobby contains cafe tables and chairs that you may use during your event.

KITCHEN

Discovery Church has limited kitchen availability, on both floors of the building. You may use this area to assemble your food trays. You may also brew your coffee (your own supplies) in our kitchen. There is no refrigerator, oven or microwave for your use.

AUDIO/VIDEO

A Discovery Church technician is required for all events requesting sound, lighting or multimedia presentations. Based on the scope of your event, more than one

technician may be required. Setup and sound checks must take place during the rental time frame with a Discovery Church technician.

FACILITY USAGE FEES

FACILITY USAGE FEE'S	
ROOM	RATES
West Auditorium (250+ people)	N/A
East Auditorium (150-250 people)	N/A
Student Room (less than 75 people)	N/A
West Lobby	N/A
Audio Technician	\$ 50/hour
PowerPoint Technician	\$ 25/hour
Coordinator	\$ 150 - 250
Set-up/Tear Down Fee	\$ 75 - 100
Cleaning Fee	\$ 100
Officiant Fee (If Necessary)	

A 50% deposit is due upon approval of your event. Final payment is due one week prior to event or your event will be cancelled and deposit will be retained as a cancellation fee. No exceptions.

Discovery reserves the right to refuse renting the facility to any one for any reason.

Print Name: _____

Signature: _____ Date: _____