

## **APPLICATION AGREEMENT FOR USE OF THE SOUTH CHURCH COMMUNITY HOUSE, OR SOUTH CHURCH RIVER GREEN**

All persons interested in renting the South Church Community House or the South Church River Green must complete an application. The application must contain the name of the group or persons wishing to rent the Community House, two contact persons' names, their addresses, email addresses, and telephone numbers.

**REVIEW OF APPLICATION:** The application must be reviewed by the South Church Trustees Community House Coordinator to determine if the application is complete and to determine if all the required criteria have been met. If the application is incomplete, the Coordinator will contact the applicant and notify them of the deficiency. If complete, the application will be forwarded to the Board of Trustees with a recommendation. Staffing availability, scheduling conflicts, and impact on the Community House will be considered when making a recommendation.

**APPROVAL BY THE BOARD:** The South Congregational Church Board of Trustees is the final authority on the use of the Community House. The Board will decide to approve or disapprove the rental at their regularly scheduled meetings; however, in the case of emergencies, the Community House Coordinator or a designee may take a poll to authorize the use, and notify the applicant of their decision.

**RENTALS AND BUILDING USE DURING COVID:** All organizations and individuals using the church buildings and properties must comply with Center of Disease Control guidelines and recommendations and the Covid guidelines of the State of Maine. The responsible party or parties must check with the State and National Websites regularly, as regulations and guidelines can change.

All organizations and individual using the church building and properties are required to supply hand sanitizer and face masks for their guests.

**COMMUNITY HOUSE BUILDING SECURITY DEPOSIT and JANITORIAL SERVICES:** Upon approval of the use of the Community House or the River Green, the applicant will submit a SECURITY DEPOSIT which will be used for cleanup and repairs necessitated by the use of the Community House and/or River Green for the applicant's event. Checks will be payable to South Congregational Church UCC. Once the Security Deposit has been received, the requested date is officially reserved for the applicant. That portion of the Security Deposit not used for cleaning and repairs necessitated by the use of the building for the applicant's event will be returned to the applicant within 30 days following the event.

**CANCELLATION POLICY:** If an event is cancelled at least 90 days prior to the event, 50% of the security deposit will be refunded. No refund will be made if the event is cancelled fewer than 90 days prior to the event. If an event is rescheduled, the security deposit may be rolled over to the new date.

**STAFFING FOR EVENTS:** There must be at least one member of the two-person –contacts or the Event Coordinator on site during the event.

**RECORDKEEPING:** The Trustee Community House Coordinator will maintain a file of all requests for use of the Community House, including those applications that have been denied. We are a non-profit organization and may be asked to produce records confirming that status.

INSURANCE BINDER: If the application is approved, at least 14 days prior to the event, the applicant will provide South Church with an insurance binder naming South Church as an “also insured” or “additional insured” for the duration of the proposed event. Such a binder can generally be obtained from a homeowner’s insurance agent.

INDEMNIFICATION: The applicant shall protect, defend, indemnify, and hold harmless the South Congregational Church, its Community House, administrative staff, the Board of Trustees, and South Church employees from and against any and all costs and expenses, damages, claims, suits, actions, liabilities, losses and judgments, including, without limitation, attorney’s fees and legal expenses (collectively “damages”) based on or arising out of any claim, third party or otherwise, that is related to or connected with the event or with the performance of this Agreement or breach thereof.

No tickets will be sold for entrance to the event, and no alcohol will be sold at the event. NO SMOKING is permitted at any time on church property.

DECORATIONS:

No open flames are permitted as table decorations or otherwise.

No decorations may be attached to our woodwork, walls, etc. Any repairs that are necessitated by decorations will be charged against the Security Deposit.

Application Approved:

By: \_\_\_\_\_ Name (please print)

\_\_\_\_\_ Signature

Date signed: \_\_\_\_\_ Date of Event: \_\_\_\_\_