

CHRIST LUTHERAN CHURCH & SCHOOL
28850 South Western Avenue, Rancho Palos Verdes, CA 90275

APPLICATION FOR THE USE OF CHURCH PROPERTY

Date of Application Submission: _____

Organization Name: _____

Facilities Used: _____

For the purpose of: _____

Day, Date & Time: _____

Number attending _____

Primary email: _____

Will this meeting be open to the public? () Yes () No

Admission Charge, Solicitation or Collection? () Yes () No

The Applicant(s) agree to hold Christ Lutheran Church, its individual members, and all of the officers, directors, boards members, agents and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by the use or occupancy of Church property. The Applicant(s) agree to furnish such liability or other insurance coverage for the protection of the public and Church property as the Church may require. Applicant(s) agree to reimburse the Church for any damage to Church property caused by or growing out of the use herein requested. Applicant(s) acknowledge that a security deposit may be required and agree that all activities shall be consistent with Christian principles.

Agent's Signature: _____

Agent's Name: _____

(P l e a s e T y p e o r P r i n t)

Address, City, Zip: _____

Telephone Number: (DAY) _____ (EVENING) _____

PERMIT FOR USE OF CHURCH - OFFICE USE ONLY

Facilities available for requested date & time? () Yes () No

Additional Custodial Service required if permit granted? () Yes Hours _____ () No

Facilities Charge: _____

(All charges are Payable to Christ Lutheran Church before the date of use)

Approved for Time & Date by Church Office: () Yes () No

Subject to the above Agreement, the Rules & Regulations Governing the Use of Church Facilities, as stated on the reverse side hereof, this request is granted by Christ Lutheran Church.

Dated: _____

Christ Lutheran Church, Campus Space Coordinator: _____

REGULATIONS GOVERNING THE USE OF CHURCH FACILITIES

Christ Lutheran Church will make its facilities available for use by eligible groups and organizations. However, scheduling, supervision and care of the facilities make it necessary to adopt certain regulations and fees which shall govern their use.

A. *PURPOSES FOR WHICH THE FACILITIES MAY BE USED.*

Meetings and activities that are of a literary, scientific, recreational, education, economic, artistic, character building or welfare nature and which are consistent with the Christian principles of Christ Lutheran Church. The Gym is open after 6:00 p.m. daily and other facilities can be used after 5:30 p.m., Monday - Friday. Event Space Coordinator must approve time and permit. **Please note use of facility is granted from September to July only.**

B. *PROHIBITED USE.*

1. The facilities may not be used by non-affiliated groups when either the church or school is in session or has scheduled a special event except to serve as a polling place for city, state and/or federal elections.
2. Facilities may not be used for the commission of any act which is prohibited by law for the commission of any crime.

C. *REQUESTS FOR USE OF FACILITIES & SCHEDULING.*

1. All requests for the use of facilities should be made in writing on the application provided by the church and must be signed by an officer or designated agent of the organization. Requests should be submitted at least 30 days in advance of the proposed event.
2. Scheduling will be based on the order in which applications are received, except that requests from the church/school shall have priority. Any permit for use may be canceled by the Event Space Coordinator.
3. Applications for extended use will be reviewed individually and are subject to periodic renewal.

D. *GENERAL RULES & REGULATIONS.*

1. A facility coordinator shall be in charge at all events and will be responsible for opening and closing the buildings and grounds.
2. There shall be no smoking in the buildings. No intoxicants or narcotics shall be permitted on the premises. Profane language, gambling, quarreling or fighting will not be tolerated.
3. All facilities used by the applicant/organization shall be left clean and ready for the next use.
4. Church property may not be borrowed or taken from the church for non-church sponsored events.
5. Cancellation of, or refusal to renew this application may follow if there is a spirit of non-cooperation on the part of any user of the facilities.

Under no circumstances are the janitorial staff responsible for opening up rooms for meetings. Please do feel free to contact the individual(s) listed below.

E. *FEES & CHARGES.*

Reasonable fees will be charged to groups and organizations for the use of the kitchen or to groups that charge for the event. Please see the attached Facilities Usage Rate Schedule for the rates.

Questions? Contact Philomena Howard at 310.831.0848, x1121 between the hours of 8:00 am – 3:30 pm, Mon-Fri. or email to philo@clschool.org.

Christ Lutheran Church and School 2018-2019 Facilities Usage Rate Schedule

USE DESCRIPTION	GYM PER USE	CHURCH PER USE	CLASSROOM PER USE
Church/School Family – Athletics	\$35	No	No
Non CLCS Organization - Athletics	\$45	No	No
Church/School Family** - Large Event – No more than 51-100 people \$100 Deposit required	\$100	\$60	No
Outside Organization Large Event – No more than 51- 100 people \$100 Deposit required	\$300	\$300	No
Church/School Family- Small Event - Maximum 50 people \$100 Deposit required	\$30	\$30	\$30
Outside Organization - Small Event - Maximum 50 people \$100 Deposit required	\$65	\$65	\$65
Approved Youth Organizations and Outreach Programs	TBD	TBD	TBD

\$ 100.00 deposit may be required for use of facility based on the type of usage

1. Church member/School family rates will only apply when a player or parent of a player is part of the team requesting usage.
2. Church member/School family rates will only apply when the church member/school family requesting usage is directly involved in the event.

The Campus Space Coordinator/Board of Trustees reserves the right to make the final determination as to the final cost to the user based on use of facility and activity.