

# STREAMLINE CHURCH RENTAL APPLICATION

NAME OF EVENT: \_\_\_\_\_

TYPE OF EVENT: \_\_\_ BUSINESS \_\_\_ MINISTRY EVENT \_\_\_ PRIVATE \_\_\_ OTHER: \_\_\_\_\_

DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

EVENT LEADER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

## FACILITY USAGE

- Sanctuary, Lobby, Large Meeting Room, Nursery, Preschool, and Kitchen are available for rent
  - Sanctuary, Lobby \$400 (\$100) minimum 4 hours. Additional \$100 per hour over 4 hours
  - Large Meeting Room \$200 (\$50 per hr) minimum 4 hours. \$50 Additional per hour over 4 hours.
  - Kitchen \$100 (\$25 per hr) minimum 4 hours. Additional \$25 per hour over 4 hours.
  - Preschool or Nursery \$100 (\$25 per hr) minimum 4 hours. \$25 per hour over 4 hours.
- \*Children's areas must be supervised by at least 2 adults over 18 years of age following finger printing

## CUSTODIAN SERVICES

- Opening, set up, cleaning, and resetting rooms are included in price.
- Maintenance/setup staff \$125 (minimum 5 hours). Additional \$25 per hour over 5 hours

## PRODUCTION SERVICES

- Sound \$100. Additional \$25 per hour over 4 hours
- Media and lighting staff \$100. Additional \$25 per hour over 4 hours
- Streamline Church production services only operated by paid personnel, no exceptions. If not purchased, renter must provide own equipment.

## PAYMENTS AND DEPOSIT

- Payments accepted via cash, cashier's check, or credit card through Kiosk at facility
- \$500 security deposit in additional to other fees. Full deposit will be returned after event, so long as there are no damages. Due at time of reservation
- Total payment due: \_\_\_\_\_

## Personnel:

- Maintenance: \_\_\_\_\_ Total: \_\_\_\_\_
- Sound: \_\_\_\_\_ Total: \_\_\_\_\_
- Media/Lights: \_\_\_\_\_ Total: \_\_\_\_\_

## Rooms:

- Sanctuary and Lobby: \_\_\_\_\_ Total: \_\_\_\_\_
- Kitchen: \_\_\_\_\_ Total: \_\_\_\_\_
- Large Meeting Room: \_\_\_\_\_ Total: \_\_\_\_\_
- Preschool: \_\_\_\_\_ Total: \_\_\_\_\_
- Nursery: \_\_\_\_\_ Total: \_\_\_\_\_

**GRAND TOTAL:** \_\_\_\_\_

**Required Information:**

- Number of Guests (per room requested): \_\_\_\_\_
- Chairs: \_\_\_\_\_
- Tables: \_\_\_\_\_
- Attach Set Up Design Desired: \_\_\_\_\_

**Comments/Extras:**

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Signature of Event Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

Signature Streamline Church: \_\_\_\_\_ Date \_\_\_\_\_

**STREAMLINE CHURCH**  
**Facility Usage Policy Contract (Terms and Conditions)**

The following Facility Usage Policy contains important information regarding the rental and use of the Church facilities such as the Kitchen, Sanctuary, Large Meeting Room, and Preschool/Nursery. It is imperative that you read and review the items listed. Please note that an application to use the facility will be considered NULL AND VOID if the application is not completed and returned within two weeks of the application date, unless otherwise agreed to by Streamline Church Administration. The application date is the date the application is submitted to the Church by the applicant.

If you have any questions regarding the policy and its guidelines, please contact the Church office at [info@streamlinechurch.com](mailto:info@streamlinechurch.com) or (916) 392-3070.

**1. Application**

Applications for the rental of the facilities may be obtained from our Website or by calling the Church at the number above. All usage of facilities for any member, non-member or Church organization require an application. No applications for the facilities will be considered until a completed and executed application is submitted to the church office together with the appropriate fees (including the necessary security deposit.), at a time no later than two weeks after the application date. All applications are subject to the approval of the church administration. We, the Church, believe that the personal beliefs of any group or individual seeking to rent the facility shall not conflict with the Christian beliefs and principles taught and practiced by Streamline Church.

**2. Payment of Deposit**

A \$500.00 security deposit is required at the time an application is submitted to book the event. The security deposit will be returned within 14 days after your function providing that all of the guidelines have been adhered to and/or subject to any damages or miscellaneous expenses incurred during the rental period. If damages occur that are more than the security deposit, applicant agrees to either perform the repairs to the Church's satisfaction or pay for the extra damages. The Rental Fee must be paid in full at least sixty (60) days prior to the usage date or with the application whichever is sooner.

**3. Cancellation Policy**

A written cancellation request must be received by the Church office. Refunds will occur as follows:

- If the written cancellation is received more than 60 days-full refund of rental and security deposit.
- If the written cancellation is received between 30 and 60 days-full refund less \$100 cancellation fee.
- If the written cancellation is received 29 days or less for an event-No refund

**3. Time**

The rental shall be for a minimum period of five (4) hours. Additional time (over the 4 hour rental time for the event) is subject to the approval of the Streamline Church Staff at an additional cost for no more than three (3) additional hours. Additional cost is determined and subject to change by staff. Additional time must be requested at the time of application. Rental time shall not begin before 7am and shall not extend past 11pm. No loud music shall extend past 10pm.

#### **4. Capacity**

The maximum capacity of the Sanctuary shall be three hundred persons (200 with a dance area, 300 with no dance area, 300 - auditorium style) and the maximum capacity of the Large Meeting Room shall be 25 persons. Maximum capacity for each preschool and nursery room is 12 small children.

#### **5. Decorations**

Decorations shall be limited to being placed on the tables only. No wall or ceiling decorations shall be allowed, unless authorized by church administration. Decorations must be approved in advance by church administration. No signs, posters, or banners can be posted without prior approval of church administration.

#### **6. Sanctuary Set-Up.**

The Sanctuary and Lobby will be set-up based upon Applicant's written request and diagram to the Church office, no later than ten (10) days prior to the event. No other changes to the configuration may be made once the event has begun. The set-up and teardown time is included in the rental hours determined by the event contract.

#### **7. Custodial Services**

All rentals do not include set up time for your event, on site coverage at/during your event and the breakdown of tables etc. at the conclusion of your event Custodial Services are not included in the contract. After the event, the space used at the Church must be returned to the condition in which they were found. Clean-up and removal of Applicant's event refuse are the responsibility of Applicant. No food remnants may be left and the facilities must be swept "broom clean" or vacuumed. If the Church at its sole discretion judges routine cleaning and maintenance inadequate to return the premises to its prior condition, the additional costs of special maintenance service or repairs will be deducted from Applicant's security deposit and/or billed directly to Applicant. A post- event walk-through is required and must be completed by Church staff and the Applicant before departing premises. A checklist will be provided and must be signed by both parties.

#### **8. Sanctuary Clean-up**

Applicant and/or Applicant's subcontractors or vendors is responsible for clean-up of all areas used, making sure all rubbish gets into the trash bins. This is critical to security deposit refund. See paragraph 8.

#### **9. Kitchen Clean-up**

Applicant and/or Applicant's subcontractors or vendors is responsible for the complete clean-up of kitchen area. Countertops and all used equipment should be washed, ovens and microwaves should be cleaned, floors should be swept, trash should be placed in the outside dumpster, coffee machine should be washed. Sinks and surrounding area should be cleaned. Do not leave excess food, condiments, or leftovers in the refrigerator or freezer without approval of the Committee. This is critical to the security deposit refund. Applicant must submit for approval a list of all subcontracted vendors and suppliers to the Usage Committee fourteen (14) days prior to the event.

#### **11. Cooking**

**NO cooking or grilling** will be allowed on the property without prior written consent from the church administration. Only the preparation of cold foods and warm-up of precooked hot foods will be allowed absent advanced written consent from the Usage Committee.

**12. Kitchen Rental**

Applicant and/or Applicant's subcontractors or vendors may use the following: coffee pots, refrigerator (if space is available), freezer (if space is available), stoves and ovens, microwave (for warm up only).

**13. Kitchen restrictions**

Applicant and/or Applicant's subcontractors or vendors **may not use** the following: dishes, china, pots, pans, utensils, table linens, serving trays unless agreed upon on the application.

**14. Smoking Policy**

This facility is a **NON SMOKING** facility and will be enforced. Any violation of this provision may forfeit Applicant's security deposit and the violator may be asked to leave the facility.

**15. Religious Ceremonies**

No religious ceremonies, other than those of Streamline Church's beliefs, morals, and convictions, may be performed in the Church facility or any part of the Church complex. (Applicant must get approval from church administration.

**16. Indemnification/ Hold Harmless**

The Applicant, by executing the application form, shall agree to indemnify and hold free and harmless the Chinese Community Church, its agents, servants, employees, and Executive Officers from and against any and all claims, damages, losses and expenses, including attorney's fees, resulting from the Applicant's use and occupancy of the facilities.

**17. Alcoholic Beverages**

No alcohol is to be served on campus or facility.

**18. Additional Fees**

Additional fees may be applied upon determination by the church administration.

Security detail- A security detail may be set up by the Church to be on call at the premises for the duration of Applicant's rental. The cost of the detail will be added to Applicant's rental fee at the current rate for security details.

**19. Damages**

Any damages that occur to the facility that are a direct result of Applicant's/Applicant's subcontractors or vendors party will be deducted from the security deposit. If the damages amount to more than the security deposit, the Applicant will be responsible for all costs to repair the damaged areas to its original condition.

**20. Amendments**

- A. This Facility usage agreement may be amended but only in writing and signed by the Consistory.
- B. The Consistory reserves the right to refuse, cancel and or reschedule any applicant's event that conflicts or is inconsistent with church events and/or unforeseen circumstances.

**21. Certificate of Liability Insurance**

Applicant shall at its own expense, procure and maintain, for so long as it or its subcontractors or vendors uses or occupies the space at Streamline Church, public liability and property damage insurance for protection against liabilities related to the use or occupancy of the space, with a minimum combined single limit capability of not less than \$1,000,000 per occurrence.

Liability Insurance carried by Applicant shall be a commercial general liability policy, which should include but not limited to contractual liability, broad form property damage, personal injury and products and completed operations coverage. It should name the Chinese Community Church as additional insured.

Alternatively, applicant can request the church to obtain coverage and the church will charge Applicant the costs of insurance plus an administrative fee for processing the insurance coverage.

**I have read and understand the above "Terms and Conditions".**

**Applicant signature over printed name:** \_\_\_\_\_

**Date:**