

Portland Central Church of the Nazarene Building Usage Policy

Priorities:

Priority will be given to church activities and those of its members. Second priority will be given to non-profit organizations and other Christ-Centered functions. Third priority will be given to for-profit groups and all other requests.

Applications:

Church members and community organizations may apply for use of the facilities through the church office or on-line with actual use depending on availability and approval by the pastor or the church board. Applications need to be received at least two weeks prior to the event.

Cancellation:

The church reserves the right to cancel any request for facility use and refund any payment previously made for the requested use if it conflicts with a church function, provided the user is given advance notice of the cancellation.

Decorations and Alterations:

The renter is responsible for all decorations and alterations to the building. All decorations and alterations must be approved by the pastor or church board. Everything must be cleaned up and put back in its original location at the end of the event.

Damages to the facility:

The renter assumes all responsibility for any damages to the building and/or property. If anything is broken or not left in satisfactory condition the renter will be billed for the cost of repair or replacement.

Portland Central Church of the Nazarene

Facilities Use Inquiry Worksheet

Group Name: _____ Date Inquired: ____ / ____ / ____

Type of Event: _____

Contact Person: _____

Address: _____

Phone: (____) ____ - ____ Email: _____

Previously Rented from: _____ Phone: (____) ____ - ____

Date(s)	Time(s)	# of Guests	Room(s) <i>(see fee schedule)</i>
/ /			
/ /			
/ /			
/ /			
/ /			

Other Services needed? *(Additional fees apply, see fee schedule)*

Set-up Tear-Down Audio Reinforcement Video Reinforcement

Kitchen Clean-up Nursery Attendant Other: _____

Does your group have liability insurance? Yes No

Can you provide a Certificate of Insurance? Yes No

Insurance Agent: _____ Phone: (____) ____ - ____

For Office Use Only

Approved By: _____ Date Confirmed: ____ / ____ / ____

Room(s) reserved: _____ Usage Fee: _____

Ministry conflicts: Yes No If so, what ministry: _____

Ministry Leader notified: ____ / ____ / ____ PCCN Event Supervisor: _____

Deposit Received: ____ / ____ / ____ Contract Received: ____ / ____ / ____

Invoice Mailed: ____ / ____ / ____ Paid in full: ____ / ____ / ____ Receipt sent: ____ / ____ / ____

Portland Central Church of the Nazarene

Facilities Use Agreement

This agreement by and between Portland Central Nazarene Church (PCCN) located at 9715 SE Powell Blvd., Portland, Oregon 97266 (“Owner”),

and _____, (“User”),
User’s name

User’s complete address

will take effect on ___ / ___ / ___ and will continue for a period of _____.
First date of use Length of Agreement

WHEREAS, Owner owns the facility located at 9715 SE Powell Blvd., Portland, Oregon 97266, which is primarily used for a Church, and

AS, User desires to use the _____ area of the
Area of facility (e.g. Worship Center, Kitchen, 101)

facility for the purpose of _____, and
Purpose of Use

WHEREAS, Owner has agreed to allow User to use the facility provided that the following terms and conditions are met.

It is Therefore Agreed By and Between the Parties:

1. Owner agrees to let User use the above described facility for the above described purpose on: _____
Describe times and days of usage

The contact person for PCCN is: _____, Phone: () - _____,
and is the person for User to coordinate the details of usage.

The contact person for USER is: _____, Phone: () - _____.

2. User agrees to pay PCCN \$ _____ for the use of the facility one week prior to the event.

A refundable deposit of \$ _____ is due with the return of this agreement to reserve the facility described above for the dates and times described above. The deposit will be returned once the building has been inspected by PCCN after the event so long as the building has been left in its original condition.

3. User agrees that it will not use the facility for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
4. User agrees to abide by any rules or regulations for the use of the facility that are attached to this agreement.

5. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to PCCN at least seven days prior to the date upon which the User begins to use the above described facility. The certificate of insurance will indicate that User has made PCCN an “Additional Insured” on User’s policy with respect to the use by User of the above described facility. This insurance requirement MAY be waived by the PCCN church board on a case by case basis.
6. User agrees to hold harmless, indemnify and defend PCCN (including PCCN’s agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described facility, its entrances and exits, and surrounding areas, for User’s purposes, regardless of whether such injury or damage results from the negligence of PCCN (including PCCN’s agents, employees and representatives) or otherwise. It is the User’s Contact Person’s responsibility to notify their group’s participants of this agreement.
7. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the facility which User will use, including entrances and exits, unless arrangements have been made for PCCN to set-up and/or clean-up.
8. User agrees to conduct a visual inspection of the facility, including entrances and exits, prior to each use, and warrants that the facility will be used only if it is in a safe condition.
9. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party. Deposits will be returned within 15 days if PCCN cancels.
10. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of PCCN.
11. PCCN and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If PCCN and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.
12. If User will be allowed to occupy the facility without direct supervision, then User agrees to ensure the facility is secure, and lights are turned off, upon leaving. The “Last Person Out” checklist will be completed and placed under the office door upon leaving the facility.

This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

PCCN Representative

User

Signer’s Name

Signer’s Name

Date

Position with Owner (title)

Position with User (title)

Portland Central Church of the Nazarene

Last Person Out Checklist

Place under office door after alarm is set correctly, during exit delay.

1. The responsible party will complete, sign, date, and place this form under the office door each time they are responsible for securing the facility upon completion of each use.
2. Perform a facilities walk around to ensure all doors and/or windows are closed AND locked. During this walk around ensure that there are no persons hiding, or remaining in the facility. Common area's to be especially mindful of are: restrooms, closets, storage area's, behind partitions etc.
3. Check to ensure lights (except those designated as "night lights") are turned off.
4. Check to ensure no candles are lit.
5. Check to ensure thermostats are set to the away setting or temperature (fans turned to auto and thermostats in gym are off).
6. Check to make sure rooms are in original condition, trashcans are empty, and rooms are clean.
7. Prior to setting alarm, note the security company's alarm response phone numbers below. If you accidentally set off the alarm, call the alarm company to advise them it is a false alarm. You should also call the PCCN contact person at their contact phone number.

By Signing below, I certify that I have accomplished the above items.

Name _____ Date ____ / ____ / ____ Time ____ : ____ am/pm

Portland Central Church of the Nazarene

Request for Certificate of Insurance

To: _____
Insurance Agent

From: _____
User/Organization Name

Please issue a Certificate of Insurance to:

Portland Central Church of the Nazarene
9715 SE Powell Boulevard
Portland, OR 97266

The certificate shall indicate that Portland Central Church of the Nazarene is added as an “additional insured,” and accompanied by the appropriate company endorsement. This endorsement shall require a 10 day notice of cancellation be given to holder.

Certificate may be mailed to above address, faxed to (503) 762-0980, or emailed to office@portlandcentralnaz.org. Any questions should be directed to (503) 760-6272.