Revised: September 6, 2018

St. Mark’s Lutheran Church (ELCA)

580 Hilltop Drive – Chula Vista, CA 91910

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**Facility Use Guidelines**

**Initials**

**\_\_\_\_\_ PROCESSING OF APPLICATION:**

1. Application for use of facility should be made at least three (3) weeks in advance of the date of the function.

2. Application will not be accepted earlier than one (1) year prior to the event.

3. The applicant whose name appears on the Hold Harmless Agreement will be held responsible for the group’s use.

4. Applicant must be at least 21 years of age with valid photo identification and be present at the facility throughout the entire event.

5. Fees will be assigned, and the requested date will be reserved upon receipts of the “Request for Facilities Use” and “Hold Harmless Agreement” forms.

6. A rental deposit of ½ the rental fees for usage must be received within 5 working days of the receipt of “Request for Facilities Use” form.

7. The refundable cleaning/security deposit must also be received within 5 working days of the receipt of the Request form.

8. The balance of all remaining fees is due five (5) business days prior to the event.

9. All payments must be in cash or cashiers check made out to St. Mark’s Lutheran Church.

10. All changes in facility use arrangements must be coordinated with the church office.

**\_\_\_\_ INSURANCE:**

St. Mark’s Evangelical Lutheran Church of Chula Vista requires a Hold Harmless Agreement. This document will need to be on file in the church office three (3) weeks prior to the event.

The church is not liable for accidents, injuries, or loss of personal property in connection with any of its facilities.

**\_\_\_\_\_ STATEMENT OF POLICY ON THE USE OF FACILITIES:**

1. The church and church sponsored activities shall have first priority.

2. Community service organizations may then be considered, provides the group is involved in an endeavor consistent with the aims of the church and provide proof of 501-C status.

3. Use of facilities shall be without conflict to the organizational life of the church.

4. The church is not liable for accidents, injuries, or loss of personal property in connection with any of its facilities.

**\_\_\_\_ FACILITY USE RULES AND REGULATIONS:**

1. No smoking is allowed on church property.

2. Alcoholic beverages are not permitted on church property.

3. The kitchen may be available for use by renting groups for additional fees.

4. All caterers must have a San Diego County Health Permit.

5. No equipment may be removed from the area.

6. Music may not be audible for more than 50 feet outside the facility (CVMC2.55.185).

7. In addition, all Disc jockeys (DJ’s) must possess a business license from the City of Chula Vista.

8. Evenings: All electronic sound producing and /or amplifying equipment must be turned off and disconnected at 10:00 PM.

9. The facility must be cleaned and completely vacated by one hour after the contracted rental time.

10. The facility can be opened one hour prior to the contracted time for set-up.