



Neighborhood
Congregational
Church
est. 1943

340 St. Ann's Dr. Laguna Beach CA 92651 (949) 494-8061

Facility Rental Agreement

PRIMARY REPRESENTATIVE:

FULL NAME (PRINT): _____

SIGNATURE: _____

STREET ADDRESS: _____

EMAIL: _____

BEST CONTACT NUMBER: _____

EVENT INFORMATION:

TYPE OF EVENT: _____

FACILITY LOCATION/ROOM: _____ NUMBER OF ATTENDEES: _____

DAY / DATE: _____ FROM: _____ TO: _____

Fees:

*Security Deposit \$ 300

Rental Fee: \$

Total \$ 300

***SECURITY DEPOSIT IS REISSUED POST EVENT AND FINAL INSPECTION OF FACILITY.**

Please read our rental rules and regulations on the reverse side. Your signature is required on both sides of this contract.

NCC Authorized Signature

Today's Date:

NCC IS A NO-SMOKING PROPERTY

Dear Community Member,

Thank you for choosing Neighborhood Congregational Church (NCC) for your event. We trust that you will treat our Church facility and grounds with the same respect and care that you would your own home. This is sacred space from the parking lot to the Sanctuary.

"Clean In / Clean Out" Policy

All users must leave the room and patio in the same condition that they found it, or better.

This includes the following requirements:

Please **initial**
each item

Safety:

	No nails, push pins, staples or holes may be put in walls or woodwork anywhere.
	In Bridge Hall, please stack chairs 10 high and use the dolly to move them.
	Nothing may be hung from the lights or rafters.
	Smoking is not allowed in any building or the patio.
	No alcohol is allowed on the premises without written agreement from NCC. Violation of alcohol policy will result in forfeiture of deposit.
	Renter assumes all liability for damages that may occur or that are caused by any guest in attendance at this event.
	Key must be returned within 48 hours or risk forfeiture of deposit.

Clean-Up:

	No glitter, confetti, or other similar material is allowed anywhere.
	All trash must be emptied from trash cans with new trash bags installed, and all trash is to be dumped in the large bin located in the back of our parking lot.
	All tables and chairs must be returned to the storage room to the side of the stage.
	Floors must be swept clean (brooms and dust mop are in the chairs/tables storage area).
	No tape other than BLUE LOW-TACK tape is allowed on walls and floor and must be removed after event.
	If the kitchen is used, it must be completely cleaned with trash emptied as above.

Religious Use Policy:

Unless approved by Pastor, NCC does not allow non-UCC religious services on church premises.

Hold Harmless Policy:

User shall indemnify, defend, and hold Owner harmless from and against any and all loss, cost, liability or damage (including reasonable attorneys' fees and court costs) arising by reason of the willful misconduct or negligence of User, its officers, agents, employees, or contractors, in connection with the facility, except to the extent arising out of the willful misconduct or negligence of Owner, its officers, agents, employees, or contractors.

I agree to the conditions stated above and further agree that if any of the requirements listed above are not met, I surrender the \$300.00 Security/Cleaning deposit fee to NCC.

Renter – print name

Date

Renter – signature

ADDITIONAL COMMENTS: