

# Mother Lode Church (MLC)

P.O. Box 1023 (mailing)  
870 Beach Court, Lotus, CA 95651  
530-622-0686 Fax 530-622-6932

## Facility Use Form

Please Print

Group Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Group Representative(s): \_\_\_\_\_ Title: \_\_\_\_\_

Please Print

Please Print

Title: \_\_\_\_\_

Please Print

Please Print

**Date of Event:** From: \_\_\_\_\_ To: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Day(s): \_\_\_\_\_ To: \_\_\_\_\_

Quantity of Guests Expected: \_\_\_\_\_ Amount of Deposit: **\$200.00**  
(MAY BE REFUNDABLE)

Check # \_\_\_\_\_ for Deposit: **Non- Refundable Amount** \_\_\_\_\_ Check # \_\_\_\_\_

(Read below for required fees and procedures.)

**Two checks required:** One check for possible refund and one check that will not be refunded)

Emergency Phone Contact: Name: \_\_\_\_\_ ph. # \_\_\_\_\_ or  
Name: \_\_\_\_\_ ph. # \_\_\_\_\_

Type of Event: \_\_\_\_\_

Check if needed:

Buildings requested: Main building \_\_\_\_\_  
Large Classroom \_\_\_\_\_  
Small Classroom \_\_\_\_\_  
Kitchen \_\_\_\_\_  
Stove \_\_\_\_\_  
Nursery \_\_\_\_\_  
Bathrooms \_\_\_\_\_

### **Sound Tech and Janitorial are required**

Sound Tech (Required)

Fee paid \_\_\_\_\_ (\$100. - additional \$20. per hour after the first 5 hours)

Janitorial (Required)

Fee paid \_\_\_\_\_ (\$100. - additional \$20. per hour after the first 5 hours)

**Circle All Additional Services Needed:**

Wedding Coordinator \_\_\_\_\_  
Fee paid \_\_\_\_\_ (suggested amount \$100)

Pastor \_\_\_\_\_  
Fee paid \_\_\_\_\_ (suggested amount \$200)

Is pastor going to coordinate? \_\_\_\_\_

Nursery worker \_\_\_\_\_  
Fee paid \_\_\_\_\_ (suggested amount \$50)

**Important Information: Please read, initial, sign or fill in information where requested.**

*The facility will be cleaned prior to your event.*

*During your event, the janitor will:*

- *Supervise and accommodate kitchen usage*
- *Maintain trash and waist disposal*
- *Maintain facility restrooms*
- *Clean and secure the facility at the conclusion of your event*

*The above named group hereby enters into a contract with Mother Lode Church (MLC) by the above-mentioned representative(s). The representatives wish to use MLC facilities for a meeting or event and MLC is willing to allow the representative(s) to use MLC facilities under the following terms and conditions. Please carefully read the following rules and conditions, and then sign the bottom of this form if you agree to abide by said terms and conditions.*

**MLC Facility Rules**

1. *Please respect all other groups and personnel that may be on site.*
2. *Please keep your group from making a lot of loud noise.*
3. *Do not use the kitchen without prior permission and filling out the kitchen use form. If you plan to use the kitchen please ask to fill out this form. Training is involved.*
4. *If you plan to post any literature it will have to be approved prior to display.*
5. *Do not remove any MLC literature from the walls, desks, tables, etc.*
6. *Allow only those from your group to come into the building.*
7. *Please do not go upstairs.*
8. *Please maintain control of all in your group.*
9. *Please maintain continuous visual contact of **all children** by an adult at all times. There will be a minimum of **2** adults at all times to supervise children. In addition, if more than **30** children are present, there will be additional adults present at a ratio of **1** adult to **10** children. The maximum total number of adults and children will not exceed 60. Adult supervision will remain with all children for the duration of the event and until every child has left MLC facility. (Initial) \_\_\_\_\_*
10. *Please remember you are responsible for the buildings and grounds of MLC facility that your group occupies at all times. You need to ensure the security of the buildings and of those in your group.*
11. *There is not a phone available for your use. The nearest phone is at the gas station on the highway.*

12. Please do not use the field next to MLC; it is off limits and you may not gain access to the river from this field. This field is private property and does not belong to MLC. We cannot give permission to you to pass through this land or use it in any way. As you face MLC church building it is the land on the left.
13. There will be a daily fee of **\$50.00** plus **\$2.00** per person over 30 people retained by MLC.

### **MLC policies and insurance requirements**

*MLC staff and or Board of Directors may periodically stop by the facility and check on your group. If there is a major infraction of the rules or safety issues your group may be asked to leave. MLC has zero tolerance for vulgarity, vandalism and poor safety practices.*

1. MLC is a non-smoking environment. Please advise your group that smoking is not permitted inside any of the building of MLC.
2. **NO FIRES** of any kind are allowed on MLC property. (Initial) \_\_\_\_\_
3. MLC is an alcohol free environment. Please advise your group that alcoholic beverages are not permitted in any building or on the grounds of MLC.
4. MLC is not responsible for the loss, damage or theft of any personal property belonging to your group.
5. MLC requires an insurance certificate from a reputable insurance company approved by MLC against injury, death or damage to person or property from any cause during the group's use of MLC facilities in which the limits shall be not less than one million dollars per person / two million dollar aggregate and five hundred thousand per incident of property damage and to name MLC as an additional insured on such certificate. The group representative will provide MLC with proof of such insurance prior to use of the facilities. This insurance shall include the hazard known as contractual assumption or liability for the liability assumed under this contract.
  - Policy # \_\_\_\_\_
  - Insurance company \_\_\_\_\_
  - Phone # \_\_\_\_\_
  - Certificate of liability received \_\_\_\_\_
6. MLC requires the group representative(s) and the group to agree to hold harmless MLC, its officers, members and employees against any and all loss, damage and or liability for death or injury to person or injury from property or damage from property to group property that may be suffered or incurred by MLC or its members, employees and officers and against any and all claims or causes of action which may be brought against MLC, its members or employees, which is caused by or in any way arises out of the use of the facilities by the representative. The representative / group agrees to be responsible to MLC for any costs incurred as a result of the representative's use of the property or as a result of MLC's defense of any claim brought against MLC, its members, officers or employees as a result of the group's use of the facilities. (Initial) \_\_\_\_\_
7. MLC will retain your deposit for any damages that occur during your appointed dates and hours as well as for any extra cleaning that must be done if you fail to leave the buildings and or grounds in a clean and neat condition.
8. MLC reserves the right to terminate this contract or refuse use / rental to anyone.
9. MLC reserves the right to revise the Facility Use Policy at any time. Adequate notice will be give to regular groups that use the facilities.
10. MLC activities and its members always take priority over outside groups. When there is a conflict, MLC will notify you as soon as possible so you can make alternate accommodations.
11. Animals are not allowed on MLC grounds.
12. Parking is permitted only in designated parking areas.
13. User groups will not make or cause any alterations, additions or physical changes to any part of the buildings, facilities or grounds without receiving permission in writing for MLC. The cost of any change will be borne by the user group. All signs or flyers that are posted on any and all walls, trees, fences, posts or grounds will be removed prior to group leaving MLC at the end of their event, party or use.

14. *User groups will comply with all of MLC building and grounds rules and the clean-up guidelines. Any deviations from said rules can be grounds for termination of this agreement. MLC's failure to terminate on the bases of the violation shall not constitute a waiver of the right to terminate for subsequent violation of the same or different guidelines.*
15. *If any legal action must be brought to enforce the terms of this agreement, the prevailing party shall be entitled to recover attorney's fees in addition to any other damages awarded by the court arbitrator.*
16. *If the group is an organization, the representative(s) signing this contract represents that he / she is authorized to sign the contract on behalf of the group and to bind the group to honor the terms of the contract.*
17. *Legal state or federal ID may be asked to be shown to prove to MLC staff that you are who you say you are.*

**MLC Use Agreement** *(signatures required)*

*I, the undersigned, have read the above information and take the full responsibility for the actions of this group, which I am representing. I understand the fee and terms which apply to the contract and which may apply if all terms are not met to the satisfaction of MLC. I will be physically present at all times while my group is in the building or on the grounds. I realize MLC can terminate this agreement at any time.*

<i>Signature of Group Representative</i>	<i>Title</i>	<i>Date</i>
<i>Signature of Group Representative</i>	<i>Title</i>	<i>Date</i>
<i>Signature of MLC Staff Member</i>	<i>Title</i>	<i>Date</i>

I, \_\_\_\_\_, have received \_\_\_\_\_ key(s) to MLC. I will not have this / these key(s) duplicated or copied without prior written authorization. If the key(s) is / are lost the deposit will not be returned. The key(s) will be returned immediately upon the group ending its function / stay at MLC. Please lock the doors and place the key in the wooden box inside by the worship center on the wall by the main doors, then exit the building closing the door behind you making sure they are secure by pulling and depressing the door handle.