

CHURCH OF THE GOOD SHEPHERD Facilities Request Form

Name or Group _____ phone _____
Address _____ email _____

- Member of Church of the Good Shepherd, Church Employee
- Group Sponsored by Church of the Good Shepherd
- Episcopal Diocese of El Camino Real
- Non-profit (501-C3) Organization, Church, Service Group
- Other

Name of Event _____ **Number of people attending** _____

Date(s) requested in this application	_____	_____	to _____
Time(s) from set-up to clean-up	Date	Set up Time	Clean up time
	_____	_____	to _____
	Date	Set up Time	Clean up time
	_____	_____	to _____
	Date	Set up Time	Clean up time

Room(s) and Areas Requested

- Wedding Package: Ceremony and Reception (Church, Hall, Decks, Kitchen, Changing rooms)
- Wedding Package: Ceremony only (Church, Changing rooms)
- Wedding Package: Reception only (Hall, Decks, Kitchen)
- Church Sanctuary (capacity 220 seats)
- Parish Hall, Kitchen, and Decks (capacity 250 meeting, 180 dining)
- Parking Lots only
- Barbeque Picnic Area, Patio or Other Outdoor Area
- Library Meeting Room (capacity 30)
- Kitchen only or in addition to other room
- Classroom Meeting Room (capacity 12)

Group Leader to be present at meeting or event Name _____
 Address _____ Phone number _____ (day) _____ (evening)

Person closing up / cleaning up after meeting or event Name _____
 Address _____ Phone number _____ (day) _____ (evening)

I have read the Church of the Good Shepherd Facilities Use Policy and agree to it. I have signed the Liability Waiver. I agree to inform the Church if there is any change in the contact person, date, time, or facilities requested on this application.

I agree to pay a refundable security/damage deposit of \$ _____ Due with application to reserve date.

(50 people or under \$110 security deposit, over 50 people \$230 security deposit)

I agree to pay the Use Fee of \$ _____ Cleaning Fee of \$ _____ (separate check to church sexton)
 Clergy and Other Fees of \$ _____ All fees are due one week before date of event.

Signature _____

Date Security Deposit received _____	Amt. \$ _____	Check # _____
Date Use Fee received _____	Amt. \$ _____	Check # _____
Date Cleaning Fee received _____	Amt. \$ _____	Check # _____
Date Other Fees received _____	Amt. \$ _____	Check # _____
Date Security Deposit Refunded/mailed _____	Amt. \$ _____	Check # _____

Return this form to Church Administrator, Church of the Good Shepherd, 301 Corral de Tierra Rd. Salinas, CA 93908
 Phone: 831-484-2153 Fax: 831-484-2647 email: office@goodshepherdcorral.org

Facilities Use Policy Revised 2011
Church of the Good Shepherd
301 Corral de Tierra Road, Salinas, CA 93908

Church office hours: Tuesday through Friday 9 am. - 1 pm.

Church Phone: 831-484-2153 Fax: 831-484-2647

Email: office@goodshepherdcorral.org Web: www.goodshepherdcorral.org

Community use of the facilities of the Church of the Good Shepherd is seen as an extension of the ministry of the Church. In determining whether use of the facilities by any group is appropriate, the ethics, aims, and policies of the Church are used for guidance. Final authority over permission to use the facilities rests with the Rector of the Church.

Making Reservations

Event dates will be put on the calendar only when the *Request for Facilities* form has been received in the church office along with a security deposit check (\$230 for groups over 50 or \$110 deposit for groups 50 and under). Availability of dates and facilities may be discussed over the phone, but dates cannot be reserved with a phone call, alone. The remaining fees (use fee, cleaning fee, and any clergy fees) are due in the church office at least one week before to the event. The deposit check (or a check for the same amount) will be returned if facilities are left in good order, clean and undamaged.

Fees

Please see the Facilities Fee Chart (last page) to determine fees for an event. Pledging church members and employees of the Church of the Good Shepherd receive a discount. Weddings are priced as packages that include altar flowers, additional time for a rehearsal and additional rooms for the wedding party.

Cancellations

Your fee and deposit will be returned if you notify the Church administrator of a cancellation up to 48 hours before the event.

Liability Waiver

All groups and individuals using the facilities are required to assume liability for their own members and activities by signing the Liability Waiver. The Waiver is due at the time fees are paid. Groups which meet regularly at the church must sign the waiver at least once a year, usually in September. It will be kept on file in the church office.

Keys

Keys can be checked out during church office hours or by special arrangement. A key can be left accessible for you to open the hall and meeting rooms. Ask the church administrator about the location of the key. Be sure to return the key to the location immediately after opening the rooms (another group may need it before you return to lock up) Then get the key again only when you are ready to lock up. Lock all doors when you leave, even if there are still others in the building. A key which allows access to the equipment and tablecloths in the locked kitchen cabinets is available from the church office. A list of kitchen equipment is available.

Times, Rooms, Restrooms, Parking Lots

Your reservation is for only the times you have requested on the day you have requested. Be sure your times include any necessary set-up and clean-up time for the event on that day. Please be aware that another group or event may be scheduled immediately before or after the time you meet. Your reservation is for the rooms requested and includes use of the restrooms in the parish hall, hallways and parking lots. Do not open or use rooms which are not on your request form. Please keep your group's noise level under control, and be considerate of other groups using the building at the same time.

Off Limit Areas. Children's Areas. Certain areas are off limits to all but the church and pre-school staff. These areas include: Church Offices, Pre-school offices, the Janitorial Closet. The Preschool fenced play yard and equipment in the fenced play yard are also off limits. Children are welcome to use the play equipment in the barbeque area if they are under adult supervision. Please do not leave any children alone and unsupervised in any area of the building or grounds.

Smoking Restrictions. All buildings of Good Shepherd Church are No Smoking Areas. Smoking is restricted to the back deck of the Parish Hall. Cans with sand are available to be used on the deck. Other outside areas, including the parking lots are No Smoking areas due to extreme danger of wildfire.

Alcoholic Beverage Policy. Alcoholic beverages may be served only in the parish hall, but not sold or advertised. Beverages containing alcohol must be clearly labeled as such, and equally attractive non-alcoholic beverages should be served. The church may require the user to obtain an ABC permit and provide additional liability insurance at an event where alcohol is served.

Parish Hall Furniture: Tables, Chairs, Umbrellas

- 15 (60") round tables that seat 8 for dining
- 3 heavy chrome based serving tables in serving area (cannot be moved)
- 14 folding rectangular tables (6 ft. and 8 ft.)
- 150 light beige folding chairs with padded seats (indoor use only)
- 45 brown folding chairs with wood seats (indoor or outdoor use)
- 3 off-white 8 foot market umbrellas, with cast iron stands
- Spinnet piano (cannot be moved)

Round tables may be used inside the parish hall, only. They will damage the sliding door tracks if rolled over them. No tables, chairs, or umbrellas may be left outside overnight. The piano may not be moved. Any furniture moved or rearranged must be returned.

Tables and Chairs are stored in the Parish Hall in two separate closets. Tables must be stored top to top and legs to legs according to directions: Note that the round tables require one set of legs to be folded first to fold flat. If you do not fold the legs flat, the tables will not fit on the carrier and will be damaged. The table racks must be stored in the closet according to the diagram on the wall or they will not fit. When unloading chairs, take them from the top of the cart first, then the lower tier. To put them away fill

the lower tier first on both sides. Umbrellas and stands are stored in the closet on the deck.

Decorations, Crafts and Flowers

If you use the tables for crafts (including markers, poster paint, crayons) you must cover them. Use butcher paper or disposable plastic tablecloths available in the kitchen. Acrylic craft paint, puff paint, or glitter paint may not be used anywhere inside the building. Please do not bring or use sequin "sprinkles" in decorating. Messy or wet projects such as flower arranging should be done outside. Do not wash paintbrushes or garden tools in the kitchen sinks. The kitchen is for food preparation and service only.

Decorations, posters, etc. may be put up with masking tape and hung with plastic fishline. No pins or nails in the walls or wallpaper. No cellophane tape (Scotch tape) on windows. There is a stepladder in the table closet for use in decorating. All decorations and tape must be removed at the time of event clean-up. Please do not leave behind posters and flyers except on designated group bulletin boards.

Clean-up, Close up, Damage Fees

Please see the clean up check list posted on the kitchen bulletin board. The person you have designated "responsible for clean-up" on your Facilities Request form is in charge of taking care of all the items on the list. Clean up should immediately follow the event to make the facilities ready for the next user. If you have paid a separate cleaning fee to the church sexton, you still must put away tables and chairs, wash and put away dishes, and remove all food and equipment you brought in. The sexton will mop the kitchen floor, vacuum the carpet, and clean the restrooms.

Automatic \$25 deductions will be made from the deposit for the following violations:

- Unauthorized use of room or area not on request form
- Failure to return church keys
- Failure to take out all garbage to outside dumpster
- Failure to put recyclables in recycling bins
- Improper storage of tables and chairs
- Failure to turn off lights or lock all doors
- Failure to turn off water in kitchen or restrooms
- Failure to wash and put away all dishes & kitchen equipment
- Failure to clean spilled food and drink from carpet or floors
- Failure to lock kitchen cupboards and return key
- Failure to remove all decorations, posters and tape
- Failure to remove leftover food and equipment from kitchen or hall
- Smoking or disposal of cigarettes in no-smoking areas
- Damage from markers, paint, sand, sequins, glitter, crafts inside the building
- Damage to walls, floors, cabinets, fixtures, furniture, appliances, and equipment are billed at repair cost.

Church of the Good Shepherd
Liability Waiver
Usage and Hold Harmless Agreement for Facilities Use

I/We the undersigned authorized representative(s) of _____
of the city of _____, State of California
shall be using the buildings and grounds of Church of the Good Shepherd from
(date) _____ to (date) _____
for the purpose of _____
herein referred to as “the activity.”

I/We understand and agree the neither the Church of the Good Shepherd, nor its trustees,
representatives, employees, or agents may be held liable in any way for any occurrence in
connection with the activity which may result in injury, harm or other damages to the
undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use the facility, building, and grounds, as well
as all appliances and fixtures in the activity, I/we further release Church of the Good Shepherd,
its trustees, employees, agents or representatives for any damage, which may occur while
participating in the activity. I/we further agree to save and hold harmless Church of the Good
Shepherd, its trustees, employees, agents or representatives from any claim by the undersigned
member of the Organization, their estate, heirs, or assigns arising out of or participation in any
form or fashion in the activity. I/we also authorize Church of the Good Shepherd, its employees
or agents to render or obtain such emergency medical care or treatment as may be necessary
should any injury, harm, or accidents occur while participating in the activity.

I/We further state that I/we are authorized to sign this agreement; that I/we understand the terms
herein are contractual and not mere recital; and that I/we have signed this document of my/our
own free act and volition. I/we further state and acknowledge that I/we have fully informed
ourselves of the content of this affirmation and release by reading it before I/we have signed it.

I/We have executed this affirmation and release on the _____ day of _____, 20_____.

Signature _____

Address _____

Good Shepherd FACILITY FEES One Day Reservation Between 8 AM and 10 PM.						
ROOM and NUMBER ATTENDING	1-12	13-30	31-50	51-100	101-150	150-200
Wedding Package: Ceremony & Reception	340	570	690	920	1150	1380
Wedding Package: Ceremony only	170	290	340	460	570	690
Wedding Package: Reception only	200	230	290	460	570	690
Sanctuary: Meeting or Memorial Service (at Rector's Discretion)	110	110	170	230	290	340
Parish Hall, Deck & Kitchen Reception, Dinner, or Meeting	200	230	290	460	570	690
Parking Lots: Alone, or for other than parking	30	30	60	90	110	
BBQ-Picnic Area, Patio, Outside Area (groups up to 100)	30	60	90	110		
Library Meeting Room (up to 30 people)	60	90				
Kitchen (up to 12 people) Alone, or in addition to other facility	60					
Classroom Meeting Room(up to 12 people)	30					
Tablecloth Rental \$5 each						
REQUIRED SECURITY DEPOSIT Refundable, Required for Reservation	110	110	110	230	230	230
CLEANING FEE Paid by separate check to Church Sexton	100	110	120	140	160	180
OTHER FEES						
Rector's Fee for Weddings, Funerals	250					
Deacon's Fee for Weddings, Funerals	200					
Musician's Fee for Weddings Musician's Fee for Funerals Additional for Soloist Accompaniment	250 150 100					
TOTAL FEES Due by 1 PM one week before event. Discount for Employees and Pledging Members of Good Shepherd.						