

Guidelines for Use of Facilities (1155 A Street Hayward CA 94541)

1. All requests for space must be made or confirmed in writing, using the form provided.
2. Users should make one visit to see space desired. This will also aid in determination of needs.
3. Each group must sign a contract for space rental and a waiver and release of liability. Each group must secure its own insurance and provide EverLoved Christian Fellowship Church with a Certificate of Insurance that provides a limit of liability of at least \$100,000.00.
4. Exceptions to fees are at the discretion of the owners, Due to the cost of building space and heating costs in the winter months, **contributions** for the use of space are most thankfully received.
5. The user is expected to leave the space in as clean a condition as possible, with all paper and garbage properly disposed of, lights turned off and doors secured at the end of the use.
6. Coffee, other refreshments, and containers, etc. must be provided by the user.
7. Needs for space and services must be finally determined no later than two weeks prior to the event. Changes cannot be made after this time.
8. The Senior Pastor/Teacher, along with the Minister of Music, must approve use of ELCF musical instruments.
9. Church furnishings will remain in their usual Sunday configuration unless previously arranged with the Senior Pastor.
10. Payment for the use of Event Center facilities and services will be made two weeks in advance.
11. The facility is a non-smoking facility. There is absolutely no smoking in the building.
12. There is a \$200.00 deposit fee. If major clean up needs to be done after the event, a percentage of the deposit will be deducted at the discretion of the owners.
13. The users and guests shall at all times conduct themselves in a manner keeping with the character of a house of worship building, and shall obey all laws, regulations and ordinances affecting the Church property or the use of space.
14. The users and guests of property of EverLoved Christian Fellowship are reminded of the Christian policy that all persons are welcome without regard to age, race, sex, sexual

orientation, disability, nationality, religion or creed. Deviations from this policy must have the approval of the Senior Pastor for space use.

15. All events will be slated to end no later than 10:00 p.m., unless given special permission by the Senior Pastor or Trustee.
16. All weddings must have a wedding planner/coordinator and must meet with EverLoved Christian Fellowship wedding coordinator three weeks before the wedding rehearsal and sacred ceremony. All wedding rehearsals must end no later than 9:00 p.m

WAIVER AND RELEASE OF LIABILITY

In consideration of the permission extended to me and the group I represent by EverLoved Christian Fellowship Church to use the facilities owned by the Church, under terms as outlined in *Guidelines for Use of Facilities and Space Rental Agreement*, I, members of the represented group, our heirs, executor(s), administrator(s), and/or assigns waive release and forever discharge any and all claims, demands and/or causes of action for damages which we may at any time have against EverLoved Christian Fellowship Church, its members, Senior Pastor, Deacons, Trustees, agents, employees, successors, and /or assigns as a result of any and all injuries suffered by us during, or as a result of, our use of said facilities, including, but not limited to, personal injuries and property damages.

Further, we shall defend, keep, save and hold harmless and indemnify EverLoved Christian Fellowship Church from any and all damages and liability for anything and everything whatsoever occurring from or out of the use or occupancy by or under our use, employees, customers, or other persons and from any loss or damage arising from any default or negligence by us, or any failure on our part to comply with any of the agreements, terms and conditions of the agreement, or otherwise.

I have received a copy of the Rental Agreement and agree to the terms and conditions contained therein.