



FIRST CONGREGATIONAL CHURCH OF RIVERSIDE
MAILING ADDRESS: PO Box 1648 Riverside, CA 92502-1648
CHURCH: 3504 Mission Inn Avenue, Riverside, CA 92501
PARISH HOUSE: 3755 Lemon Street, Riverside, CA 92501
PHONE: 951/684 2494 **EMAIL:** fccucc@sbcglobal.net

DATE OF USE	ATTENDANCE	ROOM
SET UP TIME	START TIME	FINISH TIME

NAME/ORGANIZATION & ADDRESS:

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BILLING ADDRESS:

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CONTACT PHONE NUMBER:

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FIRST POINT OF CONTACT:

NAME	
EMAIL	
PHONE	

SECOND POINT OF CONTACT:

NAME	
EMAIL	
PHONE	

PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT YOUR EVENT

1. Is your function open to the public?					
2. Will you charge admission?		How much?			
3. Will an offering be taken?					
For what purpose?					
4. Will minors be present?		How many supervising adults will be present?			
5. Podium or music stand?		How many?			
6. Chairs?		How many?			
7. Tables?		How many?			
8. Set up plan or diagram plan to be provided to FCC?					
9. Will your group need access to our upstairs kitchenette?					
10. Will your organization need use of our downstairs kitchen?					
If yes, refrigerator:		Oven:		or Stove	

ADDITIONAL INFORMATION:

BUILDING USE INFORMATION

To hold your date, a non-refundable \$100 deposit **may** be required. Deposit will be applied to your invoice.

BUILDING USE FEES: \$90/hour

BUILDING STEWARD FEES: \$20.00/hour

Fees must be paid in full three weeks prior to event.

PROOF OF LIABILITY INSURANCE

Proof of Liability Insurance coverage may be requested. Proof of insurance should name First Congregational Church as the additional insured in the amount of \$1,000,000.00 per occurrence and \$3,000,000.00 per aggregate.

TERMS AND CONDITIONS

1. First Congregational Church requests that no decorations, directional signs or posters of any kind be attached to the walls, columns, ceilings or floors
2. No church equipment, tables, chairs, or kitchen items may leave the building.
3. No burning candles or open flames are allowed in the church building.
4. Alcohol, smoking or illegal drugs are not allowed in or on church property.
5. All users of the building are expected pick up their trash and clean the area used.
6. All building areas not specified in this building use request may not be used or accessed.
7. The sanctuary organ and piano may not be used unless prior arrangement and agreement have been made.

BUILDING USE AGREEMENT

As the building use applicant or organizational representative, I

acknowledge the fees charged and agree to pay for this event in full two weeks prior to event. shall defend, indemnify and hold the First Congregational Church, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including attorney’s fees), or claims for injury or damages arising out of the performance of this agreement but only in proportion to and to the extent such liability, loss, expense, attorney’s fees or claims for injury or damages are caused by or result from the negligent or intentional acts of omissions of Lessee/Organization, its officers, agents, or employees.

I have read, understand and agree to this building use agreement and its terms and conditions.

SIGNATURE:

BUILDING USE APPLICANT OR ORGANIZATIONAL REPRESENTATIVE

SIGNATURE:

FIRST CONGREGATIONAL CHURCH REPRESENTATIVE