

ALTADENA COMMUNITY CHURCH
 943 EAST ALTADENA DRIVE
 ALTADENA, CA 91001

CHURCH FACILITIES USE POLICIES
 & APPLICATION

FEES & AVAILABLE SPACES

1. The Use Fee varies depending on which parts of the Church facilities are used and the number of people attending the event. The following spaces are available:

Room/Area	Description	Range of Fees
Sanctuary	<ul style="list-style-type: none"> • Comfortably seats 200 downstairs and 60 in the rear balcony. • Excellent acoustics for musical programs. • A microphone and amplifier/speaker system are recommended for speaker programs. The Church's system may be requested for an additional fee. 	\$75-\$350
Chapel	A smaller space for religious worship or meetings. Seating for up to 30.	\$40-\$65
Founders Room	A lounge/meeting space with seating for up to 30.	\$40-\$65
Library	A meeting room with seating for up to 30.	\$40-\$65
Heicher Hall	<ul style="list-style-type: none"> • A multi-purpose area with a stage at one end and a kitchen at the other end. • Seating in the center area for up to 260. • The center area may be used of recreational purposes, such as dancing or basketball. • Use of the stage or kitchen must be specified in the application 	\$75-\$550
Nursery	<ul style="list-style-type: none"> • A room with 1 crib and space for up to 4 infants/toddlers. • The User must provide adult supervision. • Not to be used for daycare. Parents or Guardians must remain on the premises. 	\$25

Parking Lot	<ul style="list-style-type: none"> • Use of the Church parking lots is included in the fees for the rooms noted above and does not have to be separately designated on the application. • If no meeting space is needed, but only parking lot space, please call the Church office for fees. • The Church has a front parking lot for 15 vehicles (some designated for handicapped use) and a rear parking lot for 40 vehicles. Street parking is also available. • If additional parking lot space is needed, the Church office can assist in contacting surrounding businesses. 	For reserving only the parking lot, please call the Church office for fees
-------------	---	--

2. For an additional fee, the Church will consider allowing usage of the following Church equipment. The request must be specified in the application. The Church will consider the request and if approved, will indicate the fee to be charged. No other Church equipment is available.
 - Tables
 - Chairs
 - Coffee pots
 - Dishes
 - Cooking utensils
 - Piano (sanctuary)
 - Microphone and sound equipment (sanctuary only)
3. The total fee will include a Site Manager to open/unlock the space being used, monitor the usage, and close/lock the space at the end of the usage. The Site Manager may or may not be on the premises continuously during the event.
4. A refundable Security Deposit is required, with the amount depending on the type of event and number of people attending. The Security Deposit is returned by the Church office via U.S. mail following the use, less any deductions for damages. If damages exceed the Security Deposit, the User will be billed and liable for the additional amount of the repairs.

RULES FOR USAGE

5. In consideration of our neighbors, all events must be contained indoors by 10:00 p.m. and end by 11:00 p.m., including vacating the parking lots. Every group using Church facilities is expected to maintain reasonable control of their group's activities, including supervision of children and young people, to prevent injuries, damage to the premises, and excessive noise.
6. No alcoholic beverages may be served (exception: a wedding toast; see separate brochure on weddings).

7. No smoking is allowed on the premises.
8. The User must furnish any supplies, including food, paper goods, linens, flowers and decorations.
9. The setup of rooms, take down, and clean up must occur within the agreed-upon time frame. If the User wishes to set up items before an event or store them after an event, the User must make prior arrangements with the Church office and/or Site Manager. The Church is not responsible for the protection of items either within or outside the agreed-upon time frames.
10. The Use Fee covers sweeping, vacuuming, emptying trashcans, and cleaning bathrooms after the use. It does not provide for dishwashing or removal of food and supplies. All food and supplies must be removed immediately after the event. The space, including any tables, chairs, dishes, cooking utensils, or other equipment must be returned to the condition in which they were found.

RESERVING A DATE

11. All scheduled events or other special uses of Church facilities must be scheduled through the Church office and entered on its central calendar. Note: The Church reserves the right to deny usage for purposes that conflict with the Church's position on religious and related issues, or to organizations whose policies conflict with those of the Church.
12. To reserve a date:
 - a. Submit a Facilities Use Application to the Church office. Please call the office at (626) 798-1185 if you need assistance completing the Application. The Application may be mailed to the Church, or faxed to (626) 798-1284.
 - b. Within one week of receiving the Application, the Church office will contact you regarding the amount of the Use Fee and Security Deposit, and the availability of the requested date.
 - c. To complete the reservation, submit at least 25% of the total fees (including the Security Deposit), or \$25, whichever is greater. The Church office will confirm receipt of the payment and that the date has been reserved.
14. The full Use Fee and Security Deposit, less any amount already received, must be paid no later than the start of the event.
15. To cancel an event and receive a full refund, notify the Church office at least 2 weeks before the event. Cancellations less than 2 weeks before the event will be charged a cancellation fee of 25% of the total fees.

FACILITIES USE APPLICATION

ALTADENA COMMUNITY CHURCH, UCC
943 East Altadena Drive, Altadena, CA 91001
Phone: (626) 798-1185 Fax: (626) 798-1284

NAME/ORGANIZATION: _____

ADDRESS: _____

CONTACT NAME: _____

PHONE NUMBER(S): _____ EMAIL: _____

DATE OF EVENT: _____ TYPE OF EVENT: _____

TIME (including setup & cleanup): _____ TO _____

NUMBER OF PEOPLE EXPECTED TO ATTEND: _____

PLEASE CHECK SPACES OR CHUCH EQUIPMENT TO BE USED:

- Sanctuary Chapel Founders Room Library
- Heicher Hall Stage in Heicher Hall Kitchen in Heicher Hall
- Nursery Parking Lot Only – number of spaces: _____
- Tables – number of tables or seating: _____
- Chairs – number and locations: _____
- Coffee Pots – number of cups and location(s): _____
- Dishes – describe type/number: _____
- Cooking Utensils – describe type needed: _____
- Piano (sanctuary) Microphone and sound system (sanctuary)

IF A CATERER, SOUND ENGINEER, OR OTHER OUTSIDE SERVICES/EQUIPMENT ARE USED, PLEASE PROVIDE US WITH NAMES, PHONE NUMBERS, AND TIMES OF ARRIVAL:

I, _____ understand and agree that the individual(s) or organization using Altadena Community Church facilities holds Altadena Community Church and its staff members harmless in the event of loss, damage, or bodily injury to the individual(s), organization and their guests during the use of Church facilities. I have read the Church Facilities Use Policies and agree to all responsibilities and conditions set forth in those Policies.

SIGNATURE: _____ DATE: _____