



ECS Facility Use Form

APPLICATION FOR USE OF EUGENE CHRISTIAN SCHOOL FACILITIES
All parts of this form must be completed in order for a request to be considered.
A new application must be submitted annually for long-term use, and for each activity for daily use.

APPLICANT - organization or individual: _____ Date: _____

FACILITY REQUESTED: _____

(Circle one or describe *Other*) One Time Weekly Other _____

If weekly or monthly, specify starting date: _____ Ending date: _____ Times: _____

Activity Description/Title: _____

Time facility is to be opened: _____ locked: _____

Supervisor in charge of activity at school: _____ Phone Number: _____

THE HOLD HARMLESS AGREEMENT AND A CERTIFICATE OF INSURANCE MUST BE ATTACHED AND FEE PAID AT TIME OF APPLICATION.

The school reserves the right to cancel the terms of this contract at any time.
School activities take priority.

The School Office will contact you (by mail, by phone) within the week concerning approval of your application.

SIGNATURE OF THE PERSON ACCEPTING RESPONSIBILITY: _____

FOR OFFICE USE ONLY:

ADMINISTRATIVE APPROVAL _____ Office confirmation date: _____
Signature

NOT APPROVED: REASON _____ Initials: _____

- Deposit fee of \$200 or 25% of rental contract, whichever is higher
- Rental Fee: _____
- Cleaning/Security Deposit of \$250 - refundable
- Hold Harmless Agreement
- Certificate of Insurance or Special Event Insurance Policy
- Security Directions, if applicable
- Copy sent to applicant.



SPECIFIC PROCEDURES REGARDING RENTAL AND USE OF FACILITIES

- The rental shall be scheduled through the school office and subject to approval of the administration to avoid scheduling conflicts with school activities.
- Use of facilities will be limited to those organizations or persons that support our ministry, that have a Spiritual emphasis and are consistent with our Statement of Faith. Any exceptions must have the ECS Board of Directors' approval and would need to be applied for a month ahead of time.
- The \$200 deposit or 25% of rental charges, whichever is higher, and application/contract are to be submitted together to the school office to guarantee consideration for use.
- The \$250 refundable cleaning/security deposit, Hold Harmless Agreement and Certificate of Insurance or Special Event Insurance Policy should be submitted together to the school office a minimum of one week prior to event.
- No school equipment will be rented out or loaned with the facility. IN-HOUSE GROUPS, PLEASE CONTACT ADMINISTRATION FOR PERMISSION TO USE CHAIRS, TABLES, OR ANYTHING OTHER THAN WHAT IS IN THE AREA YOU ARE USING.
- An additional \$200 charge will be made for overnights.
- There will be no smoking in or around the building at any time.
- There will be no consumption of alcoholic beverages in or around the building at any time.
- FOOD AND DRINK SHOULD BE LIMITED TO DESIGNATED AREAS AGREED UPON IN CONTRACT. An assessment may be levied for disregard of this policy.
- AN ASSESSMENT WILL BE LEVIED FOR DAMAGE TO ANY PART OF THE FACILITY.
- PLEASE PLAN AHEAD SO THAT ALL THE DETAILS OF YOUR NEEDS CAN BE ADDRESSED.
- Any promotion or publicity items such as posters, advertisements, mailings, etc. concerning programs being held in our facilities must be approved by our administrative office. The following information should be stated in all advertisements, posters, mailing, etc.

Sponsored by (name of organization)
Using the facilities of Eugene Christian School
at 2895 Chad Drive, Eugene

- The school reserves the right to cancel the terms of the contract at any time if there is a conflict with a school activity.
- No media equipment should be used without authorization.