

St John the Baptist Greek Orthodox Church

Facility Use Agreement

14485 SW Walker Road, Beaverton, Or 97006

Policy: Rental of the St John the Baptist Halls is available to ministries and individual members of St. John the Baptist Greek Orthodox Church. All users must abide by this Facility Use Agreement.

Definition of Groups:

Group One: Ministries or groups under the auspices of St. John the Baptist Greek Orthodox Church, such as, but not limited to Parish Council, GOYA, Choir, Senior Ministry, Youth and Family Ministry, etc.

Group Two: Parish Members who are stewards in good standing who host an event, not including a wedding reception.

Group Three: Parish Members who are stewards in good standing who host a wedding reception at St. John the Baptist.

Rental to persons or entities outside the community of St. John the Baptist will be determined on a case-by-case basis by the Parish Council.

Group Guidelines: All Groups must schedule their event through the Parish Administrator. The conduct of all users must conform to the requirements of this Facility Use Agreement and to the moral and ethical standards of the Greek Orthodox Christian Church. In the event a question arises regarding an alleged violation by a user of the facility, the parties expressly agree that the Parish Council of St. John the Baptist Church and/or the parish priest shall determine whether a facility user has conformed with the Facility Use Agreement and the moral and ethical standards of the Church. Such a determination shall be binding upon the parties.

Applications: Group Two and Three users must submit an application to the church office for approval. Group Three reservations must be made a minimum of 6 weeks (42 days) prior to the event.

Cancellation Policy: The Parish Administrator must be notified of a cancellation at least 48 hours prior to an event.

Limitations:

Facility Rental: A member of the St. John the Baptist Greek Orthodox Church may not rent the facilities on behalf of another individual or organization.

Vendors, Equipment & Supplies: The church must authorize any additional vendors, equipment, and supplies not already provided by St. John the Baptist.

Kitchen Usage: Approved Groups may use St. John's kitchen equipment and non-disposable items. Group One users may also use disposable items, such as paper goods or pantry items,

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foods and/or condiments, etc. Group Two and Three users may not use these items. They or their caterer must supply their own disposable items. All set-up and clean-up must follow the Parish Clean-up Manual.

Smoking is not allowed inside the facilities of St. John the Baptist or within fifteen feet of an outside doorway. Littering anywhere on the St. John the Baptist campus is expressly prohibited.

Agreement and Fees:

Group Three users must submit a Cleaning/Security Deposit of \$500 with their application to hold or reserve a date on the calendar for the use of the designated portion of the St. John facilities.

If needed, the final itemized billing will be mailed within 30 business days following the event. If necessary, the bill will include any additional expenses incurred. This bill will be due within 30 days of receipt.

Cleaning: All Groups must follow the Parish Clean-up Manual. Group Three users are required to submit a refundable Cleaning and Security Deposit of \$500 within 7 days of when their application is approved and the date reserved. This deposit will only be used if the facilities are not cleaned properly or left in their original condition. In the event the premises does not pass the Parish review, any charges that result from clean up, janitorial, repair from property damage, or any other malfunction will be deducted from the deposit. If the cost of damages and cleaning exceeds the deposit, additional charges may apply.

Insurance: Regardless of the number of individuals attending the event, Group Three renters using the facility will be required to provide from their insurance carrier a Certificate of Insurability with a minimum coverage of one million dollars naming St. John the Baptist Greek Orthodox Church as an "Additional Insured." This certificate must be supplied thirty days prior to the date of the event. Group Three renters serving alcoholic beverages must provide a certificate of liquor liability insurance that covers consumption of alcoholic beverages. In addition, they must have a bartender with a valid OLCC service permit to serve any alcoholic beverages.

Damage or Loss of Renter's Property: St. John the Baptist Greek Orthodox Church will not assume any responsibility for damage or loss of any personal property on the church campus. Group Two and Three users will be responsible for any damage to church property.

Maximum Capacity: Capacity limits will be based on practical considerations appropriate to the type of event and space needed. These capacity limits shall be determined by the Parish Administrator, or if needed, the Parish Council. A map of the halls, complete with measurements, can be provided upon request.

Hall Set-up and Take-Down: Tables, chairs, kitchen and sound equipment are available for all users. Each group is responsible for their own set-up and breakdown of tables and chairs owned by St. John the Baptist. All users are asked to return the tables and chairs to the basic configuration pictured in the Map of the Facility.

Equipment Rentals: St. John the Baptist Greek Orthodox Church does not rent tables, chairs, or other equipment for offsite events. If there is an offsite event sponsored by a church member,

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prior approval for the use of one or more tables or chairs must be obtained from the Parish Administrator. Any damages or loss of property will be billed to the church member.

Decorations: Decorations cannot be nailed or stapled to the walls, ceilings, light fixtures, doors, tables, floors, etc. Blue tape or push pins may be used to attach decorations. All candle usage must be pre-approved. Further details regarding decorations may be worked out with the Parish Administrator prior to the event.

Music and Sound System: Group Two and Three users must limit all sound utilization to indoors. We request that external doors remain closed at all times to prevent sound disturbance to our neighbors. All music must cease at 11:30 PM. All activities must conclude and parking lot be vacated no later than midnight.

Monitors:

Any Group Two or Three function with more than 200 people must have a parking lot monitor. The cost will be borne by the individual/family using the facility.

Group Three users must have a current or past Parish Council Member assigned to their event to insure that the Facility Use Agreement is followed.

Mechanical Problems/Breakdowns/Malfunction: Should any unforeseen problems develop (lighting, air conditioning, sound system, heating, toilets, dishwasher, oven, etc.) please notify the Parish Representative from the list provided by the Parish Administrator and the situation will be addressed as soon as possible.

Prompt Removal of Property: Any personal or non-church owned equipment, articles, food and beverages, decorations, supplies and clothing must be removed from the church premises immediately upon the conclusion of the event. If necessary, St John the Baptist may bill the user additional charges to remove their equipment from the church premises unless written permission is obtained from the Parish Administrator prior to the event.