



# Facilities Use Application

Application must be received and approved **BEFORE** reservation is confirmed.  
Applications will be reviewed and renewed yearly.

## 1. REQUEST

\_\_\_\_\_  
(Organization Name) (Date of Use) (Time - From / To)

## 2. FACILITIES REQUESTED: (USE LIMITED TO AREA CHECKED)

Sanctuary  Fellowship Hall  Kitchen  Wheaties Box  Picnic Area  Other \_\_\_\_\_

3. Purpose: \_\_\_\_\_

Number in attendance: \_\_\_\_\_ Minimum Donation: \$50.00 per day, per facility

Special Arrangements: \_\_\_\_\_

4. STATEMENT OF APPLICANT: The undersigned applicant is an authorized official of the group submitting this application. It shall be distinctly understood, and agreed, that subject applicant and related organization making this application assume **ALL RISK FOR LOSS, DAMAGE, LIABILITY, INJURY, COST OR EXPENSE** that may arise during, or be caused in any way by, such use or occupancy of these facilities at 1115 Combie Rd., Meadow Vista, Ca. 95722.

The applicant agrees that in consideration of being permitted to use Faith Lutheran facilities, the applicant and/or applicant representing the organization, will save and hold FAITH LUTHERAN CHURCH and their agents and employees, free and harmless from any loss, claim and liabilities or damages and/or injuries to persons and property that in any way may be caused by the applicant's use or occupancy of said facilities. The use of the facilities as pertained to any fundraising is strictly limited to Non-Profit only. I declare under penalty of perjury that the foregoing statement is true and correct.

The applicant further agrees to the following Faith Lutheran Church rules regarding facility use:

- Paper goods, coffee and any other consumables are **NOT** included.
- All facilities will be left clean (tables, chairs, etc.)
- Take out garbage and replace garbage bags.
- Vacuum floors.
- Return furniture to it's proper placement.
- **\$50 cleaning fee** will be assessed if the facilities are not cleaned or the furniture is not replaced.

## 5. APPLICANT INFORMATION:

Signed: \_\_\_\_\_ Date \_\_\_\_\_ Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ **Email** \_\_\_\_\_ Phone: \_\_\_\_\_

## 6. Insurance letter **MUST** be on file for ALL incorporated organizations

Insurance Company \_\_\_\_\_ Policy No. \_\_\_\_\_

Approved By:			
_____ Pastor Charlane Lines	_____ Date	_____ Carol Davies, Office Coordinator	_____ Date
<input type="checkbox"/> Insurance Waiver	<input type="checkbox"/> Key Issued		



**Alcohol Guidelines**  
**Faith Lutheran Church**  
**Meadow Vista, CA**

The following information is set forth to be a guide for those individuals and groups that plan to provide alcoholic beverages during a meeting or event at Faith Lutheran Church (FLC). This document does not preclude the requirement to meet all of the legal aspects as defined by governmental agencies. Beer and wine may be served based upon the guidelines below. If you are serving hard liquor, approval must be received from the pastor. Communion is excluded from this guideline.

**Alcoholic Beverages at FLC standard meetings or special meetings in which the participants are congregation members or guests of a member. Alcoholic beverages are acceptable if:**

- The alcoholic beverage is provided by one or more of the members and is not charged to FLC
- There is no charge to the participants for the alcoholic beverage
- Each person serves himself

**Alcoholic Beverages at FLC events in which the participants are or may be congregation members or guests of a member and the public is invited to attend. Alcoholic beverages are acceptable if:**

- The alcoholic beverage is provided by and paid by FLC
- Approval is obtained from the Placer County Sheriff's Department
- A license is obtained from Alcoholic Beverage Control (See FLC office manager for information)
- Appropriate payment is made to the Board of Equalization after the event (See FLC office manager for information)
- Those pouring the drinks are certified to do so. (Certificates must be available)
- Arrangements prior to the event are made to transport those home that may have had too much to drink
- The alcoholic beverage is part of the entry fee to the event or is charged as a separate price

**Alcoholic Beverages at a NON-FLC event in which the participants are NOT generally members of the congregation. Sponsors are responsible for and assume all responsibility for compliance with California state regulations surrounding the serving of alcohol at public events.**

- Appropriate proof of liability insurance is provided to FLC prior to the event in which FLC is named "Additional Insured".
- A deposit of \$150 shall be paid to FLC prior to the event. Deposit to be returned after the event barring any need for extra clean-up or repairs. Note: Sponsor is responsible for the clean-up of the facility.

**Alcoholic Beverages at a FLC events in which the participants may be congregation members or guests of a member in which the event is off-site.**

- There are no FLC restrictions regarding events that take place off site.

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_