

**APPLICATION AND CONTRACT FOR FACILITY USAGE  
NORTHSHORE UNITED CHURCH OF CHRIST  
18900 168<sup>TH</sup> AVENUE NE, WOODINVILLE, WA 98072  
PHONE: 425-483-6557  
[office@northshoreucc.org](mailto:office@northshoreucc.org)**

Northshore United Church of Christ is a 501 (c) 3 tax exempt organization. We may rent or loan space in our church to other tax-exempt organizations on an unlimited basis, and to non-exempt organizations and individuals on a limited basis (not including religious services such as weddings and funerals, which are at the church's discretion).

User hereby agrees to defend, protect, indemnify and hold harmless Northshore United Church of Christ, including its directors, officers, agents, trustees, employees, volunteers, and members (hereafter referred to as "NUCC") from any and all claims, liabilities, and/or suits arising either directly or indirectly out of the user's use of the premises.

User assumes complete responsibility for loss of or damage to user's property or property of any invitee as well as property of "NUCC" arising out of their use of the premises.

If any building use emergencies arise when tenant is using the building(s) (such as building alarm or water leak), tenant will call Ruth Kading at 360.618.2531.

**Prior to use, user must:**

1. Present a copy of a current business license, corporate registration, document of tax-exempt status, or documentation of mailing address, as appropriate.
2. Provide documentation of General Liability Insurance in the amount of not less than \$1,000,000 Bodily Injury and Property Damage and \$5,000 each person Medical Payments, with Northshore United Church of Christ named as an additional insured.
3. Fill out and sign the Facility Use Agreement.
4. A deposit of \$75.00 or 50% of the rental fee (whichever is greater) is due at the time of the approval of the application. The balance of the fee is due prior to the event.
5. If your meeting/event is at a time when the building is not staffed, it will be necessary to contact the office in advance to check out a key in person and get security alarm information/instructions to make sure the building is secure. User will be held liable for damage resulting from such a failure. **Rental fee is due before the key and security code will be issued. It is the responsibility of the user to return the key in person during church office hours (Wednesday-Friday. 9am-1pm).**
6. User's use or dispensing of alcohol during a meeting/event must have NUCC's approval. User will provide proper permits and liability insurance that cover the use of alcohol by attendees. **Alcoholic beverages may not be sold.**
7. User must obtain prior approval if the space is to be decorated on walls.

**During Use:**

1. User is responsible for their own set-up and clean-up.
2. Any items moved in common areas must be returned to their proper places.
3. User may place modest amounts of waste in the church garbage or recycling receptacles. Larger amounts, such as from parties or large meetings, must be taken out to the outside carts. User will remove all food waste to the outside organics cart.
4. User will turn off all lights and leave all used spaces clean.
5. Children must be supervised at all times.
6. NO SMOKING, DRUGS, or ILLEGAL ACTIVITIES in the buildings, or anywhere on the church grounds.
7. Throwing rice or confetti or similar material is prohibited on the premises.
8. User will assure that exterior doors and windows used by user are closed and locked. If security alarm code and front door key have been provided to user arm the alarm, exit the building, and lock the door.
9. Heat is programmed in the buildings. For occasional use, user may adjust the heat for the amount of time they will be in the building.
10. NUCC is not responsible for user and their invited guests lost or stolen valuables.
11. User will adhere to any federal, state, or local Health regulations/mandates in effect during this agreement.

I have reviewed the preceding guidelines and requirements and will comply.

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User's Signature Date

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Printed Name

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NUCC Signature Date

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Printed Name

**FACILITY USE APPLICATION**

NAME OF INDIVIDUAL/GROUP: \_\_\_\_\_

PURPOSE OF SPACE USE: \_\_\_\_\_

APPROXIMATE # OF PARTICIPANTS: \_\_\_\_\_ RENT: \$ \_\_\_\_\_

SET-UP DATE: \_\_\_\_\_ SET-UP TIME FROM: \_\_\_\_\_ TO \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

EVENT TIME FROM: \_\_\_\_\_ TO \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MOBILE PHONE: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

OTHER COMMENTS/INFORMATION PERTINENT TO THIS RENTAL:

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## NORTHSHORE UNITED CHURCH OF CHRIST

### FEE SCHEDULE

The fees listed below are for one-time or infrequent use of our facilities. The minimum charge includes 2-3 hours of use, as indicated, depending upon the space/room requested. Additional hours for the same event are at the hourly rate, as noted. Space requests must be submitted at least 2 weeks prior to your event and are subject to availability. *Space and/or equipment use is at the discretion of NUCC and may require a small cleaning fee, depending on the event.* Fees must be paid in advance. See page 2 for insurance requirements.

#### CHURCH BUILDING

| Room/Space                           | Rate Per Hour | Room Capacity | Notes                                                             |
|--------------------------------------|---------------|---------------|-------------------------------------------------------------------|
| Sanctuary/Fellowship Hall            | \$30/hour     | 225           | \$90 for minimum of 3 hours, then additional time at hourly rate. |
| Kitchen                              | \$20/hour     | NA            | \$60 for minimum of 3 hours, then hourly rate.                    |
| Large Classroom<br>[Room 4/5 or 6/7] | \$20/hour     | 20-30         | \$40 for minimum of 2 hours, then hourly rate.                    |
| Nursery                              | \$15/hour     | 10-15         | \$30 for minimum of 2 hours, then hourly rate.                    |
| Entire Building                      | \$100/hour    | 304           | \$300 for minimum of 3 hours, then hourly rate                    |

#### EDUCATION BUILDING

| Room/Space      | Rate Per Hour | Room Capacity | Notes                                           |
|-----------------|---------------|---------------|-------------------------------------------------|
| Large room      | \$25/hour     | 90            | \$75 for minimum of 3 hours, then hourly rate.  |
| Youth Room      | \$15/hour     | 20-25         | \$30 for minimum of 2 hours, then hourly rate.  |
| Kitchen         | \$10/hour     | NA            | \$20 for minimum of 2 hours, then hourly rate.  |
| Entire Building | \$50/hour     | 113           | \$150 for minimum of 3 hours, then hourly rate. |

|             |                   |           |                                    |
|-------------|-------------------|-----------|------------------------------------|
| Parking Lot | \$5/space per day | 63 spaces | Includes 3 handicap parking spaces |
|-------------|-------------------|-----------|------------------------------------|

\*\*Lease rates are slightly lower overall based on longer-term commitment\*\*

Revised 9.5.25