

Westport Community Center & Church Facility Use Agreement

24900 Abalone Street, Westport CA 95488

The Westport Community Church welcomes beneficial community use of its property and buildings subject to the terms of this agreement. Reservations are required and local community events are given priority.

Date: _____ **Time:** _____ **Anticipated Number of Participants:** _____

Facility: ☐ The Church ☐ Community Center ☐ Both Buildings

Event Type and Number of People: _____

By signing below, you agree to these conditions:

- 1. Types of Uses:** Activities that benefit the community are allowed if they occur in a manner that respect neighbors, legal requirements, and these conditions for use. The facility is available for private and public events with public events given priority. The facilities are available only between 8:00 AM and 10:00 PM. The maximum occupancy of each building is 50 people.
- 2. Available Facilities & Equipment:** A bathroom, kitchen, tables, chairs, kitchen ware, and table settings, a piano, refrigerator, space heaters, and WIFI internet access are available for use. You should plan to rent a portapotty if your event will have more than 50 guests.
- 3. Restrictions:** No weapons, smoking, or the sale/use of alcohol is allowed on the premises. Alcohol may be provided at no charge to guests if insurance is supplied to cover that use. Temporary decorations are allowed but must be removed during clean up. Please no thumbtacks or nails in walls. Only use tape to mount items on walls. Amplified sound should be set at levels that do not disturb neighbors. You may not cause a nuisance to any neighbor or the public.
- 4. Responsibility for Care:** You are responsible for returning the facility to the same good condition it was in before your event. This means stacking seats; thoroughly cleaning up to address requirements of any Health Orders; taking your trash, food, and temporary decorations away with you; turning off lights and other devices that consume energy (thermostats, refrigerator, electric and propane heaters, etc.); returning equipment to storage areas; locking up; and returning the keys to the Westport Store. If you notice anything that requires repair, notify WCC promptly.
- 5. Cleaning/Damage Deposit:** For events over 4 hours in duration, a \$500.00, refundable, deposit is required.
- 6. Fees and Donations:** Facility rental fees are charged based on the type and duration of use. Please Contact WCC for details. Payment is due at the time of booking. Refunds may be given if an event is cancelled at least 30 days in advance.
- 7. Insurance:** You must submit evidence of \$1 million dollar event liability insurance, , naming Westport Community Church as an additional insured at the time of booking.
- 8. Contact:** Please contact the Event Coordinator Rob Holt 707-921-0997 to discuss your planned event and reservation. Contact may also be made by mail WCC 24900 Abalone St. Westport CA 95488 or you can email westportchurch@outlook.com

The user agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorneys' fees, arising out of or resulting from any injury to persons or damage to WCC property which arises out of its use under this agreement. User agrees to defend, indemnify and hold harmless the Westport Community Church and its officers and agents against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from User's use of the WCC facilities. WCC and its officers and agents are not responsible for and shall be held harmless and fully indemnified by the user for any claims arising out of accidents, personal injury, damage to or loss of personal property, or wrongful death that occur during or result partially or entirely from use of WCC facilities. The indemnification provided by this paragraph shall cover all acts whether negligent, grossly negligent or intentional.

Signature: _____

Date: _____

Print Name: _____

Phone: _____

Email Address: _____

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Administration Only Use Fees:

Community Center: \$50 4 hours ☐ \$100 12 hours ☐

Church: \$50 4 hours ☐ \$100 12 hours ☐

Church and Community Center: \$150 4 hours ☐ \$300 12 hours ☐

Cleaning Deposit ☐

Proof of Insurance Attached ☐

Reviewed by _____ Date _____