

NORTHERN CALIFORNIA CONFERENCE
OF SEVENTH-DAY ADVENTISTS

Legal title to all church and school property and facilities is held in the name of the Northern California Conference of Seventh-day Adventists. The Conference is responsible for protecting the Church from general liability damage claims and is required to file an annual statement as to any use of church owned facilities by others. The Conference has therefore adopted the following policy:

FACILITIES USAGE POLICY

1. A local church or school may not give permission to any other individual or group to use church or school facilities. The Northern California Conference of Seventh-day Adventists, hereinafter called "The Conference" is the only legal entity that can approve use of any facilities by other churches, individuals or entities.
2. A Joint-Use Agreement is required for any on-going or long-term use of the facilities by another organization. Any and all use agreement applications of local church or school facilities must be voted by the local church or school board and then submitted to the Conference's Property & Risk Management Department for review and approval.
3. The "Use Agreement Application" must be prepared by the local church or school on the form provided by the Conference and submitted with the requested supporting documents to the Conference for review and approval at least 30 days prior to actual use.
4. If the organization seeking joint-use agreement is not a religious organization, a brief description of the nature of the organization must be provided. If a church or school chooses to share its facilities with an organization that does not qualify as a non-profit IRS 501(c)(3) or 501 (c)(4) or CA R&T 23701d or 23701f tax-exempt organization, then the c

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CHURCH/SCHOOL HOLD HARMLESS APPLICATION

Please complete EVERY section on this sheet.

(A hold harmless agreement is for short time usages such as one or two day events only.)

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|----------------------------|--------------|
| Church/School Name: _____ | Phone: _____ |
| Address of Facility: _____ | |
| Contact Person _____ | |
| Email Address _____ | |

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| ORGANIZATION WISHING TO USE FACILITY: | |
| Individual/Organization Name: _____ | |
| Contact Person: _____ | Phone: _____ |
| Email Address _____ | |
| Briefly describe intended use of facility & desired area(s) to be used: _____ | |
| _____ | |
| _____ | |
| _____ | |
| CONTRACT DATE (S) BEGINNING & ENDING TIME (S) | |
| _____ | |

Email (preferred) or Fax this completed form
(S): NCC