

HOW TO MAKE A RESERVATION

APPLICATION	Step 1 <input type="checkbox"/>	Read and sign the FACILITY USE AGREEMENT
	Step 2 <input type="checkbox"/>	Submit APPLICATION
CONTRACT	Step 3 <input type="checkbox"/>	When your event is approved, a \$250 SECURITY DEPOSIT will reserve your dates.
	Step 4 <input type="checkbox"/>	Sign RENTAL CONTRACT , submit copy of insurance umbrella policy* and pay rental fees.
EVENT	Step 5 <input type="checkbox"/>	Coordinate event details with EVENT SUPERVISOR
	Done!	After event, SECURITY DEPOSIT will be returned according to the terms of the FACILITY USE AGREEMENT

*If you do not have an umbrella policy, individual waivers from each participant must be signed prior to the event.

ABOUT OUR GYM FACILITY

Located at Summit View's Heritage Park Campus (7701 NE 182nd Ave., Vancouver, WA 98685), our 17,000 sq. foot gym/office facility includes a gymnasium with a large lobby entrance, stage for concerts or performances, large warming kitchen and a separate general meeting space we call the Heritage Room.

Potential Availability: Monday-Saturday, 9 AM - 10:30 PM; Sunday, 2 PM - 10:30 PM

Rooms Available	Max. Occupancy	Description
Gym	504	Equipped with a regulation high school basket ball court, score board, and bleachers to seat 80 people.
Stage	Approx. 12' deep by 35' wide	Available for events such as concerts, plays, etc. Includes a mixing board, computer, lighting system and concert level sound system. Sound/Tech Coordinator or member of rental party who has gone through SVC's training required due to the complexity of the system.*
Warming Kitchen	10 +/-	Equipped with double 30" ovens, five-burner gas cook top with fan, residential dishwasher, commercial refrigerator and freezer, two sinks and a rolling stainless steel counter top for serving.
Heritage Room	70 in rows 40 at round tables	This 800 sq. foot meeting space with attached restrooms is very versatile and can be used for a variety of events. Two 50" wall-mounted flat screens and a sound system may be used with minimal training. Chairs and tables are also available upon request.

Additional Resources	
Audio Visual:	Apple TV, laptop, LED stage lighting
Kitchen Supplies:	3 burner Bunn Coffee maker (serves 30), electric coffee urn (serves 60 ea), 2 beverage containers (3 gallon ea.), basic kitchen utensils such as cooking utensils, pots, pans, baking sheets, etc.
Tables / Chairs:	Round or rectangular tables and chairs may be available upon request
* A/V needs such as video, DVD, or PowerPoint should be discussed <i>in advance</i> to make sure that it is compatible with our systems. This will help avoid technical difficulty on the day of your event.	

Staffing	Most events require SVC staffing. If staffing is needed or required by Summit View, we will ensure the following services will be provided:
Event Supervisor	The Event Supervisor will be your primary contact for planning your event. They will meet with you prior to your event to help make preliminary plans and answer any questions regarding the facility. They will be available on your event day for setup, arriving approximately one hour before the event begins (unless otherwise agreed upon). After the event, they will assist with the cleanup process. The supervisor will help ensure that the facility is used in accordance to the Facility Use Agreement and be responsible for locking up the building.
Kitchen Coordinator	If your event is over 50 people and requires the use of the kitchen, Summit View may require a Kitchen Coordinator to be on hand for assistance. This person can help with drinks, food prep, cleanup and concession sales.
Sound/Tech Coordinator	We require that all sound, lighting and technical equipment be used by someone who has been trained by Summit View. The coordinator will be responsible for meeting with you prior to your event to determine your needs. They will be on-site during your event, as needed. Supplies and equipment provided by Summit View.

GYM FACILITY FEE SCHEDULE

Important Note: All fees are due in full at least one day prior to event.

Approved reservations that are cancelled less than one week prior to the event will incur a \$100 cancellation fee.

Security Deposit	After your application has been approved, a \$250 cash or check security deposit will hold your reservation. Deposit will be returned within 30 days of the final rental day, providing there are no violations of the Facility Use Agreement, rental hours exceeded, excessive cleaning required or damage to the facility.
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Room Rental	Gym	\$50/hr	
	Gym + Stage	\$100/hr	
	Gym + Kitchen	\$100/hr	
	Gym + Stage + Kitchen	\$150/hr	
	Kitchen only	\$100 for up to 3 hrs	
	Heritage Room	\$100 for up to 3 hrs	

Resources	Some tables and chairs may be available for use at no extra charge.		
	Chair Rental		
	Table Rental		
	Other Rental		

Staffing	Event Supervisor	Covered by rental fee
	Kitchen Coordinator	\$ 100/hr
	Sound/Tech Coordinator	\$100 per occurrence
	Extra Janitorial	\$100 per occurrence
	Excess Garbage	At cost per occurrence (deducted from deposit)

FACILITY USAGE AGREEMENT

Summit View Church exists to bring glory to God and help people become more like Jesus.

We are pleased you have considered Summit View as a location for your event. Whether you attend Summit View or are a guest from the community, we want you to feel welcomed as part of the Summit View family. Our goal is to be of service to you and wisely steward our facilities so they will be viable for years to come. In order to do this, we ask that you agree to the following policies:

Gym Inspection	Applicant shall inspect all areas of the gym prior to each day's use to determine the acceptability and usability of the facility. Any problems should be reported immediately to a Summit View Church representative. Additionally, the applicant is responsible to assure the area is kept clean and returned to the same condition it was received.	Damage/ Cleanup	Compensation for damages, breakage or excessive cleanup may be assessed against the security deposit at our discretion. Deposit will be returned within 30 days of the final rental day providing there are no violations of the Facility Usage Agreement, rental hours exceeded, excessive cleaning required or damage to the facility. If damage exceeds deposit, renter is responsible for additional cost for repair.
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Conduct	<ul style="list-style-type: none"> • Premises will be used for lawful purposes and all laws, rules and regulations of all governmental authorities will be followed while on site. • Adherence to the pre-determined maximum capacity requirements must be respected. • Adequate supervision by an adult of children under age 18 is required. • There shall be no consumption or possession of alcoholic beverages, tobacco products or any kind, or recreational drugs on Summit View Church property. • No nails in the walls; use only non-residue tape (painter's tape) DO NOT USE DUCT TAPE ON THE GYM FLOOR! • Dancing is allowed. The Event Supervisor reserves the right to cease any music or dancing that seems inappropriate. Music with any foul language or questionable content is not permitted. • Please refrain from using profanity and inappropriate language. 	<ul style="list-style-type: none"> • No food or drinks on the basketball court or stage. All food and drink must remain in the seating areas. • When renting kitchen, you are welcome to use the equipment but must supply your own consumables and paper products. • Kitchen should not be left unattended if equipment is turned on/ • Take all leftover food off premise. • Respectful treatment of the facility, staff and all participants. • Leave facility in original condition. • Prompt exit from the building when the rental time has expired. • All furniture(chairs, tables, athletic equipment) brought into the gym area <u>must be approved by Summit View.</u>
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Dress Code	<p>The Summit View dress code is intended to maintain a comfortable, modest and respectful atmosphere for everyone. We urge you to speak to a Summit View representative if you have any questions or concerns regarding this policy.</p> <ul style="list-style-type: none"> • Shoes are required on the gym floor. These must be non-marking sole basketball, tennis, jogging, walking or aerobic footwear. No sandals, open toe shoes, street shoes or boots are permitted on the gym floor during play. • Shirts are required. No midriffs, visible sports bras, loose fitting tank tops, half shirts, or open back tops. • Athletic or jogging shorts, sweats or warm-ups are required during play. • Extremely tight fitting clothing should be avoided.
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Concessions	Permission is required for the applicant to operate concessions on the premises. Each request will be handled on a case-by-case basis. No goods, services or food may be sold without <u>written permission</u> from Summit View Church.	Admission Charges	Applicant may not charge an admission or request a donation for any event held on the property without obtaining <u>written permission</u> from Summit View Church.
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Signature	Your signature here indicates that you have read the above document and agree to abide by the policies and guidelines set forth by Summit View Church. Your signature indicates that you will take responsibility for your event/activity and the guests involved and maintain the integrity and purpose of the facility.	<p>_____</p> <p>Applicant's Name (please print)</p> <p>_____</p> <p>Applicant's Signature _____</p> <p style="text-align: right;">Date</p>
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APPLICATION FOR GYM FACILITY USE

Important Note: As a nonprofit organization, the IRS does not allow our building to be used for profit. Use of the facility is subject to the approval of the Recreational Ministry Team.

APPLICANT INFORMATION	Organization Name:	
	Contact Name:	Work #:
	Address:	Home #:
	City:	Cell #:
	State:	E-mail:
	Zip:	Fax:

REFERENCE	Do you have a contact at Summit View who can serve as a reference for you or your group? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," please continue to Activity Information.	
	Contact Name:	
	Phone #:	
	Connection:	
	Insurance Coverage: Does your organization have an umbrella policy? <input type="checkbox"/> Yes <input type="checkbox"/> No	

ACTIVITY INFORMATION	Event Name:			
	Date(s) or date range:			
	Day(s) of week:	Reoccurring <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Event Start Time:	_____ <input type="checkbox"/> AM <input type="checkbox"/> PM	Event End Time:	_____ <input type="checkbox"/> AM <input type="checkbox"/> PM
	Set-up Time:	_____ Minutes	Clean-up Time:	_____ Minutes
	Event Description: (What will you do?)			
	Age Group:			
	# of Participants:	# of Adult Leaders:		
	Open to Public?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

FACILITY	Please mark each area you would like to use:		Will your event require additional resources?	
	<input type="checkbox"/> Gym <input type="checkbox"/> Gym + Stage <input type="checkbox"/> Gym + Kitchen <input type="checkbox"/> Kitchen Only <input type="checkbox"/> Heritage Room		<input type="checkbox"/> Sound System <input type="checkbox"/> Score Board <input type="checkbox"/> Chairs <input type="checkbox"/> Tables	<input type="checkbox"/> Other (please list): _____ _____ _____

NOTES	Please provide any additional notes or comments:
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OFFICE USE ONLY	Deposit rec'd: <input type="checkbox"/> check # _____ <input type="checkbox"/> cash <input type="checkbox"/> card Approved by: _____ Contacted: _____ Contract signed: _____ Umbrella policy rec'd: _____ Payment rec'd: <input type="checkbox"/> check # _____ <input type="checkbox"/> cash <input type="checkbox"/> card
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GYM FACILITY RENTAL CONTRACT

Important Note: All fees are due in full at least one day prior to event.

Approved reservations that are cancelled less than one week prior to the event will incur a \$100 cancellation fee.

Room Rental	Gym	\$50/hr	X _____ hrs = \$ _____
	Gym + Stage	\$100/hr	X _____ hrs = \$ _____
	Gym + Kitchen	\$100/hr	X _____ hrs = \$ _____
	Gym + Stage + Kitchen	\$150/hr	X _____ hrs = \$ _____
	Kitchen only	\$100 for up to 3 hrs	X _____ hrs = \$ _____
	Heritage Room	\$100 for up to 3 hrs	X _____ hrs = \$ _____

Resources	Some tables and chairs may be available for use at no extra charge.	
	Chair Rental	
	Table Rental	
	Other Rental	

Staffing	Event Supervisor	Covered by rental fee	\$ _____
	Kitchen Coordinator	\$ 100/hr	\$ _____
	Sound/Tech Coordinator	\$100 per occurrence	\$ _____
	Extra Janitorial	\$100 per occurrence	\$ _____
	Excess Garbage	At cost per occurrence (deducted from deposit)	

Total \$ _____

Additional Permissions Requested:

Granted by:

I am planning to charge an admission fee or accept donations for this event. Yes No

I am bringing/using furniture (chairs, tables, athletic equipment, etc.) in the gym area. Yes No

I am selling goods, services or food at this event. Yes No

Renter signature _____ Date _____

Staff signature _____ Date _____

Note: Gym usage may not be transferred to any other party without written permission from Summit View Church.

