



Facilities Use Application

Mission Hills United Church of Christ

4070 Jackdaw Street

San Diego, California 92103

(619) 296-2169

info@missionhillsucc.org

Applications should be submitted at least two weeks before the proposed event. Submission of this application does not guarantee approval. Facility use is approved only after this application has been reviewed and approved, all required documents and payments have been received, and a Facilities Use Agreement has been signed.

APPLICANT INFORMATION

Organization or Group Name: _____

Contact Person: _____

Title or Role: _____

Mailing Address: _____

City, State, ZIP: _____

Daytime Phone: _____

Email Address: _____

Is there a Mission Hills UCC member in your group?

☐ Yes ☐ No

If yes, name: _____

Is the organization or group a nonprofit or tax-exempt organization?

☐ Yes ☐ No ☐ Not Applicable

Proof of nonprofit or tax-exempt status may be required.

EVENT INFORMATION

Name or Purpose of Event: _____

Estimated Attendance: _____

Request Type

☐ One-time use

☐ Recurring use

If recurring, describe the requested schedule:

Requested Date(s): _____

Requested times must include setup, cleanup, and removal of all personal property.

Setup Start Time: _____

Event Start Time: _____

Event End Time: _____

Cleanup End Time: _____

Total Time Requested: _____

FACILITIES REQUESTED

Check all that apply:

☐ Sanctuary (does not include use of the piano, organ, or sound system unless separately approved)

☐ Chapel

☐ Commons

☐ Fellowship Hall

☐ Kitchen

☐ Library

☐ Other: _____

EQUIPMENT REQUESTED

Check all that apply:

- ☐ Grand piano
- ☐ Organ
- ☐ Fellowship Hall audiovisual system
- ☐ Kitchen equipment
- ☐ Other: _____

Use of musical instruments, audiovisual equipment, kitchen equipment, or other designated church property requires advance approval. Additional fees may apply.

ROOM SETUP

Facility users are responsible for their own room setup and for returning furniture and equipment to the original locations at the conclusion of use.

Describe any anticipated changes to the existing room arrangement or equipment needs:

ACTIVITIES AND SPECIAL CONDITIONS

Will food or refreshments be served?

☐ Yes ☐ No

If yes, describe:

Will beer or wine be served or consumed?

☐ Yes ☐ No

No alcoholic beverages other than beer and wine are permitted. Beer and wine must be served and consumed in accordance with applicable law and any conditions established by MHUCC.

Will outside vendors, caterers, performers, instructors, or contractors participate?

☐ Yes ☐ No

If yes, describe:

CHILDREN AND YOUTH

Will children or youth under age 18 attend the event or activity?

☐ Yes ☐ No

If yes, estimated number: _____

If children or youth attend with a parent, guardian, or other responsible adult to an event or meeting that is not a children's or youth program, that adult is responsible for supervising them. Children and youth must remain with their parent, guardian, or other responsible adult in the rooms or areas approved for the group's use and may not be left unattended in other areas of the facility.

Is this a program or activity specifically for children or youth, or one in which your organization is responsible for supervising children or youth?

☐ Yes ☐ No

If yes, your organization is responsible for:

- Complying with all applicable California requirements for background screening and child abuse prevention and reporting training for its administrators, employees, and volunteers.
- Providing appropriate adult supervision and, when required by California law, maintaining policies requiring, to the greatest extent possible, the presence of at least two mandated reporters whenever administrators, employees, or volunteers are in contact with or supervising children.
- Ensuring that mandated reporters understand and comply with their responsibility to report suspected child abuse or neglect directly to an appropriate law enforcement or county child welfare agency as required by California law.
- Maintaining and following child abuse prevention and reporting policies and procedures as required by California law.

By initialing below, the organization representative confirms that the organization understands and accepts these responsibilities.

If yes, Organization Representative Initials: _____

INSURANCE

Does the applicant currently carry general liability insurance?

☐ Yes ☐ No

If yes, Insurance Company: _____

Policy Number (if known): _____

Unless otherwise approved by Mission Hills United Church of Christ, applicants must provide a certificate of general liability insurance with coverage of at least **\$1,000,000 per occurrence**, naming Mission Hills United Church of Christ as an additional insured for the specific location and date(s) of use.

Higher coverage limits or additional insurance requirements may be required depending on the activity.

BUILDING ACCESS

Person responsible for building access:

Daytime Phone: _____

The person receiving a key, access code, or other means of entry accepts responsibility for securing the facility and returning any church property as directed.

APPLICANT ACKNOWLEDGMENT

I certify that the information provided in this application is complete and accurate. I understand that:

1. Submission of this application does not constitute approval or confirmation of facility use.
2. Facility use is limited to the approved dates, times, rooms, activities, and number of participants.
3. The applicant must comply with the Facilities Use Policy, Facilities Fee Schedule, and Facilities Use Agreement.
4. Additional documentation, insurance, deposits, or fees may be required before approval.
5. The applicant is responsible for the conduct of participants and for leaving the facility clean, secure, and in its approved arrangement.
6. Changes to the approved use require advance approval from Mission Hills United Church of Christ.
7. If an approved use must be canceled, the applicant will notify MHUCC as soon as possible. A cancellation fee may apply as provided in the Facilities Fee Schedule.

Signature of Applicant: _____

Printed Name: _____

Title or Role: _____

Date: _____

FOR CHURCH USE

Date Application Received: _____

☐ Approved ☐ Approved with Conditions ☐ Denied

Approved By: _____

Date: _____

Comments or Follow-up:

Required documents, fees, approved rooms, dates, insurance requirements, and any special conditions will be included in the Facilities Use Agreement.