

USE OF MULTIPURPOSE ROOM

Faith Gospel Center's Multipurpose Room can be used for different types of events, with capacities as shown below. The room can be used for a 6-hour block of time on Saturdays, between the hours of 10 AM and 8 PM.¹ You must enter a License Agreement with Faith Gospel Center and must also have a Faith Gospel Center sponsor. A sponsor is any regular attender at Faith Gospel Center who is over 21 years of age.

- Room size: 37 feet wide by 40 feet long
- Raised Stage area: 37 feet wide by 5 feet deep
- Banquet seating up to 90, at 9 six-foot round tables with white resin folding chairs
- Theater seating up to 130, with white resin folding chairs
- Kitchen for service prep (no cooking allowed)

The License Fee is \$400

HOW TO PROCEED WITH REQUESTING USE OF THE MULTIPURPOSE ROOM

1. Obtain a sponsor to request use of the Multipurpose Room
 - A sponsor shall be any regular attender at Faith Gospel Center who is over 21 years of age, and who shall agree to be responsible to:
 - Obtain General or Special Event Liability Insurance for the event
 - Grant access to the property at the proper time (keys and alarm key tag will be provided)
 - Be present at the event for its duration
 - Ensure all conditions of use in the License Agreement are adhered to
 - Secure the property at the conclusion of the event
 - Return keys and alarm tag on the Sunday following the event
2. Submit application and security deposit
 - \$200 security deposit in the form cashier's check, or money order, is refundable within 21 days of the event's completion, upon verification of adherence to all License Agreement conditions, and inspection of equipment and property
3. Enter into License Agreement after completion of application, and after Faith Gospel Center's acceptance of application.
4. Submit License Fee in the form of cashier's check, or money order, at least two weeks in advance of requested use date.

¹ Other days and times may be considered, but at a higher fee, at the discretion of Faith Gospel Center.

SPONSOR'S AGREEMENT

I agree to:

- obtain the required General or Special Event Liability Insurance² for the event on behalf of the sponsored person
- arrange for pickup and drop-off of gate key, building key, and alarm key tab (pick up on the day of event and drop off on the Sunday following the event)
- give access at the appointed time, be present at the event for its duration, and secure the property at the conclusion of the event
- ensure all conditions of use in the License Agreement are adhered to

Signature: _____

Printed Name: _____

Date: _____

² **Insurance.** General or Special Event Liability insurance shall be obtained by Licensee prior to commencement of the License Term and shall be maintained throughout the License Term. Evidence of such insurance shall be provided to Licensor prior to commencement of the License Term as a condition to Licensee's right to use the Premises. The insurance must, at Licensee's sole expense, provide and maintain public liability and personal property damage insurance, insuring Licensor and its employees, contractors and contracted vendors against all bodily injury, property damage, personal injury and other loss arising out of Licensee's use and occupancy of the Premises, or any other occupant on the Premises, including appurtenances to the Premises and sidewalks. Insurance should be in occurrence form, with limits of liability of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate, and be underwritten by companies rated in the latest A.M. Best's Insurance Rating Guide with a rating of at least A- and financial category of at least IX. Licensor shall be named as an additional insured of said policy. Licensee is hereby advised to obtain rental insurance to cover any personal property losses as well as the Premises and all contents therein. It is acknowledged that Licensor is not liable for these occurrences. Licensee waives any right to seek damages against Licensor which is required to be insured hereunder. Any insurance maintained by Licensor shall be solely for the benefit of Licensor, shall be secondary coverage, and shall not name Licensee as an additional insured.