



Shepherd of the Hills Lutheran Church

401 Grizzly Peak Blvd. Berkeley, CA 94708
(510) 524-8281 | www.sothb.org | office@sothb.org

BUILDING USE AGREEMENT (Short-term)

Date of Agreement _____

Name _____

Address _____ City _____

Phone _____ e-mail _____

Purpose of activity _____

Room(s) to be used _____

Date(s) _____ Time _____

Number of Persons Expected _____ Donation _____

CONDITIONS FOR BUILDING USE

1. In case of emergency, applicant is responsible to call 911. If at anytime, you smell natural gas, applicant is responsible to call PG&E (800-743-5000) and report the leak. After these emergency steps are taken, then the applicant should call the Shepherd of the Hills representative.
2. No smoking on the premises.
3. Only the following alcoholic beverages are allowed on the premises: wine, champagne, beer in bottles or cans. NO HARD LIQUOR OR BEER KEGS.
4. Facilities to be left in same condition as found.
5. Any food and trash to be removed.
6. Entrance doors and doors to the bathrooms closed and locked upon leaving.
7. All lights and water to be turned off.
8. Any damage to space to be promptly reported.
9. Key to remain in personal possession of assigned person and returned to the office following the agreed reservation period.
10. No custodial service provided by Shepherd of the Hills.
11. Children under the age of 18 must be under the direct supervision of two adults.
12. Every user must provide and maintain comprehensive liability insurance during the period covered by this agreement naming Shepherd of the Hills Lutheran Church as an additionally insured party for up to at least \$1,000,000 in coverage. For one-time event insurance, you can visit www.theeventhelper.com, a website that provides one-time event insurance. If you have questions about obtaining insurance, you can contact Erik Holland at Fidelity Insurance, 510-548-8200.

AGREEMENT

In consideration for the use of Shepherd of the Hills Lutheran Church facilities for the purpose indicated above, the undersigned agrees that Shepherd of the Hills, its employees, officers and agents shall be free from all liability and claim for damages by reason of any injury to any person or persons including the undersigned from any cause or causes whatsoever upon or in any way connected with Shepherd of the Hills Lutheran Church or any sidewalks and parking areas adjacent thereto during the use of the Church space by the undersigned. The undersigned hereby agrees to indemnify and hold Shepherd of the Hills Lutheran Church and its employees, officers and agents harmless from any liability, loss, cost, attorneys' fees and obligations on account of or arising out of any injuries or losses however occurring.

Signature _____ Date _____

FOR CHURCH USE ONLY:

Authorized by _____ Date _____