



Kensington Community Church
4773 Marlborough Drive
San Diego, CA 92116
Ph: (619) 284-1129 Fax: (619) 284-0160

Room Requested	Per Hour (2 Hour min)
Sanctuary <i>(Regular use - not wedding/memorial)</i>	\$100/hr
Lander Hall	\$75/hr (\$300/day)
Kitchen	\$75/hr
Lander Hall and Kitchen	\$125/hr (\$500/day)
Youth Hall / Davis Hall	\$30/hr
Conference Room	\$30/hr
Patio Area	\$75/hr
Media Fee (amplifiers/speakers/ projector) **	\$30

*Groups over 50 are subject to a \$50 cleaning fee

**Media equipment use requires a \$100 deposit (refundable pending no equip. damage)

***A day is 4 or more hours

GUIDELINES FOR USE OF CHURCH FACILITIES BY OUTSIDE GROUPS

- All areas used by Building Users must be cleaned up immediately after use and left in a clean and tidy condition. Please leave the room the way you found it.

Cleaning includes:

✓	Wipe off tables and counter spaces	✓	Sweep / mop <i>(when necessary)</i>
✓	Return furniture to its original location	✓	All kitchen utensils & bowls etc. are washed and placed away.
✓	Empty all wastebaskets to outside dumpster/trashcans located by kitchen (including bathrooms)	✓	All lights are turned off and doors are locked. FAILURE TO LOCK FACILITY WILL RESULT IN TERMINATION OF THIS AGREEMENT

- The church facilities must be vacated by 10:00 PM. **FAILURE TO LOCK FACILITY WILL RESULT IN TERMINATION OF THIS AGREEMENT.**
- Facility set-up and tear-down (i.e. tables, chairs, stage, platform, etc.) are the responsibility of the group using it unless set-up arrangements have been made with the Church Office at least two weeks prior to the meeting date.

4. Smoking is not allowed in the church facilities. The church and preschool respectively request that any member of any group or organization using our facilities, buildings and meeting rooms, who choose to smoke, to do so at least twenty (20) feet or further from any entrance of our buildings, property, including the Kensington Preschool playground. We also respectively request that all trash and cigarette butts be removed from the property, disposing of them safely and properly.
5. Beverages (coffee and punch) and food are allowed only in Lander Hall and the Youth Hall.
6. NO alcoholic beverages of any kind are permitted on or in the Church or church grounds.
7. Youth type meetings require an adult present in the facility when youth under age 18 are present. NO running or horseplay is allowed.
8. Group leaders are responsible for seeing that all lights are off and doors are locked after each and every meeting. If more than one group is using the building on a particular night, the last group is responsible for checking all doors and lights, even those in areas not used by their group. Report any problems or damage on the meeting form. If the church is found to be unlocked more than once, the group responsible will surrender their key, and the use of the facilities will be denied for one year.
9. All groups are to use only those church facilities that have been assigned to them.
10. The main kitchen requires prior permission for usage. If not properly cleaned – a \$50 fee will be charged.
11. A \$75 key deposit is required for all issued keys. When a key is required, it is issued to an individual and not to a group. If a key is no longer needed or if responsibility changes – it must be returned to the Church Office and not passed on to another individual. Unless it is an ongoing project, all keys must be returned immediately (failure to do so will mean denial of any future use). If a key is lost – the Church Office must be notified immediately. The person to whom the key was issued originally must assume the cost of rekeying.
12. We discourage use of our facilities on a Saturday night.
13. Donation payments for the use of our facilities must be paid in full in advance.
14. Pets, other than service dogs, are not permitted on the church grounds or in the church.
15. In case of emergency after hours contact Mr. Patrick Thomas at 858 752 3411.
16. Our facilities are only available to groups/organizations that meet with our mission requirements: non-profit, helpful to the community, helpful to our members, helpful to others (such as AA), and Bible study groups and must adhere to the KCC Safe Church Policy for building users' agreement.
17. All building users are required to submit a Certificate of Liability insurance listing Kensington Community Church and its directors, officers, agents, and employees as additional insured, and with Kensington Community Church as the certificate holder. The Certificate of Insurance must show a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 in aggregate for general liability, damage to rented premises, personal injury, medical expenses, completed products and operations, and sexual abuse and molestation. Groups who will have paid employees involved in the event (including with set up or tear down) must have policies that include worker's compensation insurance with policy limits of at least \$1,000,000 per occurrence.

Typically, this is something you will request from your organization's general liability insurance provider. Most providers offer these certificates for free or for a very low cost. 12 step groups may be able to receive a Certificate of Insurance for free from your regional association or general services office.

If you do not have liability insurance, consider contacting an insurance broker you already work with for things like home and auto insurance. You can also purchase liability insurance online. Some online insurers for organizations to consider are CM&F (cmfgroup.com), Next (nextinsurance.com), or biBerk (biberk.com). Individuals hosting an event (like a wedding or a funeral) can buy insurance online from companies like Event Helper (theeventhelper.com) or EventSured (eventsured.com).

18. All outside groups must have their meeting scheduled by the office manager on the church master calendar. PLEASE NOTE: Your room is subject to cancellation at any time. Church programs take priority (i.e., funerals, weddings, or church managed events); and the Church reserves the right to CANCEL or RE-SCHEDULE meetings accordingly.
19. In signing this agreement, the Building User agrees to indemnify Kensington Community Church against any loss, liability or claim resulting from the use of facility by those engaged in the activity of the Building User as stated here in and not arising from negligence of Kensington Community Church. Further, the BUILDING USER agrees to pay, within 10 days of the event, for repair of all damages (beyond normal wear and tear) caused to Kensington Community Church Property by those engaged in the Building User's event activities.

GROUP NAME: _____

PERSON RESPONSIBLE: _____

MEETING DAY: _____ **START TIME:** _____ **END TIME:** _____

We agree to respect and protect the property of Kensington Community Church and Statement of Compliance for Organizations Using Church Facilities (see below).

Signature: _____

KEY ISSUED? Yes _____ **#** _____ **No** _____

_____ **Signature of Person to whom key issued**

KEY DEPOSIT RECEIVED? Yes / No Receipt # _____ **KEY DEPOSIT RETURNED? #** _____

Kensington Community Church

BUILDING USE AGREEMENT

DATE: _____ PERSON/ORGANIZATION: _____

Are you a non-profit organization? Y/N

DATE OF EVENT: _____ TIME: _____

DONATION: _____ MONTH: _____ YEAR: _____ PAYMENT METHOD: _____

CONTACT PERSON/S:

(1) NAME: _____

ADDRESS: _____

PHONE: _____

(2) NAME: _____

ADDRESS: _____

PHONE: _____

DESCRIPTION OF ORGANIZATION/FUNCTION: _____

NUMBER OF PEOPLE EXPECTED TO ATTEND: _____

COMMENTS: _____

APPROVED: _____

DENIED: _____

Signature *Printed Name*

Kensington Community Church Management



Summary of Safe Church Policy for Building Users

Our church holds a Safe Church policy, a set of guidelines meant to safeguard children, youth and vulnerable adults from sexual harassment, intimidation and abuse. As friends of our church and as those who use our building, you are required to observe these guidelines and keep our facility and its users safe.

To abide by the Safe Church policy, all users of our facility must:

- Maintain appropriate adult ratios. Have more than one adult supervising children, youth or vulnerable adults (those with mental or physical challenges). You cannot meet with a minor or a vulnerable adult in private in our facility but must be visible and accompanied by another leader (aged 13 or older who is not related to you) at all times.
- Monitor children constantly. Be close enough at all times to maintain safety and prevent injury or wandering. Children cannot play in or travel around the facility without the presence of two adults. When a child goes to the restroom, he/she should have a “buddy” go with him/her.
- Respect our facility and keep it safe. Do not leave the main building’s alley or fire escape doors propped open. Do not use the upstairs fire escape door except in emergencies. Check in at the office if you arrive during office hours. Lock all doors when you leave.
- Park only in appropriate areas. Do not park in the alley behind our building for extended periods as it blocks emergency vehicle access. Do not park in the loading zone in front of the church for more than a few minutes, as this prevents people with physical challenges from easily accessing our building.
- Communicate with us, if there are problems. Let us know if you witness a building user, visitor, or member violating our policy. We are a family and we must all work together to keep each other safe.
- Sign the attached Statement of Compliance indicating that you agree to abide by the policy, as summarized above.

Thank you for sharing our commitment to keeping Kensington Community Church safe!

Once you have read the Summary of Safe Church Policy for Building Users you now agree to:
A copy of this document will be kept on file.

Date: _____

The organization I represent: _____

My initials indicate my understanding of my responsibilities as a guest in this church, including:

_____ I have read and understand the *Safe Church Policy*. I agree to comply with all its conditions.

_____ I know that I am required to make an Incident Report within 24 hours, if I believe, or have been told, there is reason to suspect a child has been abused and/or neglected at the church.

_____ I will not be alone at any time, in any room or secluded area within the church property with a child or youth (other than those who are my children or relatives) without written permission from a parent/guardian.

_____ When my activity has ended, I will secure the area of the church for which I am responsible, by locking doors and turning off lights, heat and/or air.

_____ I agree to abide by all policies and procedures regarding the use of the building and properties of this church with the knowledge that failure to do so will result in the termination of my using the church.

_____ I agree to be respectful of neighbors of the church and other groups using the church while I, and the group of which I am a part, am in or near the building. I will be aware of and will control excessive noise.

_____ I will give access only to people who are members of my group and will not permit others into the building.

_____ I will not bring or consume alcohol or illegal drugs into the building, and I will do my best to prevent others from doing the same.

_____ I will not accompany a minor from KCC to a place of business or private home unless prior written permission has been obtained from a parent/guardian for this specific field trip or outing.

_____ I will not permit a minor to leave at the end of my organization's program/meeting unless I am certain safe and immediate transportation is available.

Signature: _____

Print Signature: _____

Position of Signer in Group _____