

SHEPHERD OF THE VALLEY LUTHERAN CHURCH

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RECURRING FACILITY USE REQUEST AND INFORMATION FORM *Form SVLC-RFUR*

IMPORTANT NOTICE TO APPLICANT: Completion of this form by the submitting party (Applicant) is required before any facility use request will be considered. This form is an application document; it is not an approval or agreement. Submission of this form does not reserve space. A separate Facility Use Agreement must be executed before any use may commence. Please see the Further Instructions at the end of this document for further information.

NOTE: If you need more space to answer any question, please attach a sheet with the additional information to this form. If any answer does not apply to you, complete the answer with "NA."

PART I — APPLICANT INFORMATION

Date of Application: Submitted By (name):

Position / Title of Submitter:

Telephone (office/home): Telephone (cell):

Email:

PART II — REQUESTING ORGANIZATION: IDENTITY AND LEGAL STATUS

Fields marked with a star (★) are required to be completed.

★ Full Legal Name of Organization/Group

Common Name or DBA (if different):

Mailing Address:

City: State: ZIP:

Primary Contact Name: Title / Role:

Telephone: Email:

Organization Website (if any):

★ Type of Entity (check one):

Nonprofit Corporation Unincorporated Nonprofit Assoc. For-Profit Business Governmental Entity
Individual / Informal Group
Applicant is a member of SVLC

★ Federal Tax-Exempt Status Under the Internal Revenue Code (check one and attach documentation):

§ 501(c)(3) — Public Charity § 501(c)(4) — Social Welfare Org. Other tax exemption (attach explanation)
Not tax exempt Unknown / Not Determined

★ If your group or organization is affiliated or associated with, or under a group exemption with, a recognized nonprofit group, please explain (see Further Instructions):

★ Does Applicant have a California Organizational Clearance Certificate (OCC) issued by the California State Board of Equalization? (If Yes, attach your OCC.)

Yes No

★ Does Applicant have California Franchise Tax Board (FTB) Exempt Status? (If Yes, attach your FTB exemption letter.)

Yes

No

PART III — PURPOSE AND NATURE OF PROPOSED USE

★ Describe in detail the activity or program for which SVLC facilities are requested, including your charitable mission and programs:

Estimated Number of Participants:

★ Will any compensation, tuition, fees, or costs be charged to participants?

Yes

No

If yes, describe the fee structure:

★ Will goods or services be sold during the activity?

Yes

No

If yes, describe:

★ Will any employee, contractor, or volunteer receive compensation in connection with activities at this facility?

Yes

No

If yes, describe:

Frequency and Schedule of Use:

One-time event

Recurring — weekly

Recurring — monthly

Recurring — other schedule:

Other

Describe the full proposed schedule:

Day of week:

Start time (must include set up time):

End time (must include tear down and clean up time):

Proposed Start Date:

Proposed End Date:

PART IV — SPACE AND EQUIPMENT REQUESTED

★ Describe each type of space requested:

Equipment or Fixtures Requested (audio, chairs, tables, kitchen appliances, etc.):

PART V — INSURANCE INFORMATION

Do you and/or your organization carry General Liability Insurance?

Yes

No

A Certificate of Insurance (COI) naming Shepherd of the Valley Lutheran Church (and its officers, directors, employees, volunteers and agents) as Additional Insureds on a primary and non-contributory basis must be delivered to the Church Office prior to commencing use. [See Facility Use Agreement.] If insurance is already in place, please attach a copy to this form.

PART VI — ADDITIONAL DISCLOSURES

Is the Applicant and/or organization currently the subject of any pending litigation, investigation, or governmental action?

Yes

No

If yes, explain:

Will the requested facility use activity involve the sale, service, or consumption of alcohol?

Yes

No

If yes, explain:

(Alcohol use and smoking inside any building on Church premises is prohibited without separate written approval by SVLC.)

Additional information the Applicant wishes to provide in support of this application or explanation of any answers above requiring further information:

PART VII – CERTIFICATION AND SIGNATURE

CERTIFICATION: The undersigned hereby certifies that the information provided in this Application is true, correct, and complete to the best of his, her, or their knowledge and belief; and that (for a legally organized applicant) he, she, or they are authorized to execute this Application on behalf of the above-named organization or group. The undersigned further acknowledges that submission of this Application does not constitute approval or reservation of space; that approval is conditioned on SVLC's approval in its sole discretion and as otherwise noted herein.

NOTICE OF POSSIBLE DISCLOSURE TO COUNTY ASSESSOR: In connection with SVLC's real property tax exemption(s), SVLC may disclose to the Ventura County Assessor the identity of, and certain information regarding, third-party or outside users of SVLC's property — including the Applicant. By submitting this Application, Applicant acknowledges and agrees that its identity and the information provided in this Application may be used by SVLC for that purpose.

Please sign and return this completed form to the Church Office at the address or email above.

Signature of Authorized Representative

Printed Name:

Title / Position:

Organization Name (print):

Date:

FURTHER INSTRUCTIONS

An important purpose of the Facility Use Request and Information Form (FUR), and the companion Facility Use Agreement, is for Shepherd of the Valley Lutheran Church (SVLC) to ensure that all uses of SVLC property are consistent with SVLC's mission, compliant with its property and entity tax-exempt status, and in conformity with SVLC's insurance and liability management policies. In the context of these and other considerations, please note the following further instructions.

Entity Information and Tax-Exempt Status (Part II of FUR)

To confirm the tax-exempt status of the submitting party (Applicant), the Applicant must provide one or more of the following:

- A copy of the IRS determination letter (or group exemption letter) showing the Applicant's tax-exempt status (Exempt Status) pursuant to § 501(c)(3) (Public Charity) or § 501(c)(4) (Social Welfare Org.)
- A California Franchise Tax Board (FTB) exemption letter for the Applicant.
- A California Organizational Clearance Certificate (OCC).

If the Applicant's group does not itself have Exempt Status, but believes itself to be tax exempt because it is chartered by, operating under, or affiliated or associated with a recognized nonprofit group (a Sponsoring Nonprofit), please provide the following, as applicable:

- Identify the Sponsoring Organization and provide a copy of the IRS determination letter (or group exemption letter) and/or California FTB exemption letter for the Sponsoring Organization.
- Provide documentation that the Applicant's group is covered under the exemption of the Sponsoring Organization and/or is affiliated or associated with the Sponsoring Organization.
- If the Applicant does not have express documentation confirming its group's affiliation or association with, or coverage under, a Sponsoring Organization, please provide a detailed description of the relationship between the Applicant and the Sponsoring Organization.
- Describe the Applicant group's charitable mission and program(s) at Part III of the FUR.

Insurance and Liability (Part V)

If the Applicant does not currently have any insurance in place:

- Let us know whether there is a Sponsoring Organization which has insurance that could cover the activities of the Applicant. If so, provide a Certificate of Insurance from the Sponsoring Organization, naming SVLC (and its officers, directors, employees, volunteers and agents) as additional insureds.
- If the Applicant's group does not have its own insurance and is not covered by any policy held by a Sponsoring Organization, please contact the SVLC Church Office to discuss whether the Applicant is able and willing to obtain a policy.

When Applicant Is Not a Legally Formed Organization

If Applicant is a group of individuals who are not part of a legally formed organization, then:

- Identify the Applicant group and insert (or attach) the names of all participants of the Applicant group at the applicable field in Part II.
- Check the box noting that Applicant is not an organization, in the Type of Entity field at Part II.
- Describe how the Applicant group is generally organized, in the additional information field at Part VI.
- Identify someone in the Applicant group as the contact person for the Applicant group, in Part II of the FUR, and to sign the FUR and Facility Use Agreement for the Applicant group.
- The Applicant group still needs to meet the tax exemption/charity requirement. Check the applicable box in the Federal Tax-Exempt Status field in Part II and explain how the Applicant group is tax exempt and what is its charitable purpose and programs.