

SHEPHERD OF THE VALLEY LUTHERAN CHURCH

4191 Cochran Street, Simi Valley, California 93063
(805) 526-7577 • churchoffice@svlcsimi.org

SINGLE EVENT FACILITY USE REQUEST FORM

Form SVLC-SEFUR

IMPORTANT NOTICE TO APPLICANT: This form is for a single (one-time) event only. If you are requesting recurring or ongoing use of SVLC facilities, please complete the standard SVLC Facility Use Request and Information Form (Form SVLC-FUR) instead. Completion of this form 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 may be required before use may commence.

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 — EVENT DATE, TIME, AND SCHEDULE

This is a one-time (single) event. (For recurring or ongoing use, please use the standard SVLC Facility Use Request Form instead.)

Month: Day: Year: Weekday:

★ What time will this event start? (Must include set-up time):

★ What time will this event end? (Must include tear-down and clean-up time):

PART II — EVENT DESCRIPTION AND ATTENDANCE

★ Describe this event, please be detailed:

★ What is your expected number of attendees?

★ 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:

PART III — FOOD, KITCHEN, AND ALCOHOL

★ Will you be offering food? Yes No

Food by:

Self-brought Catered Other

If catered, who will you be using to cater? (If not applicable, enter NA):

★ Will you need the church kitchen? Yes No

What part of the kitchen will be needed? (e.g., warming oven, refrigerator, full kitchen, none):

★ Will you be serving alcohol? Yes No

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

PART IV — SPACE REQUESTED

★ What room or space would you like to use? (e.g., Eichle Hall, Sanctuary, a classroom, etc.):

PART V — APPLICANT INFORMATION

★ Individual or Organization Name:

★ Applicant Type (e.g., nonprofit organization, business, family/individual, sports league, etc.):

Organization Status:

Nonprofit

For-Profit Business

Governmental Entity

Individual / Informal Group

★ Is the Applicant and/or organization's activity covered by General Liability Insurance? Yes No

Insurance Carrier (if applicable):

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.

Additional Notes (equipment needs, audio/visual needs, or anything else SVLC should know):

★ Is the Applicant an active SVLC member?

Yes

No

PART VI — CONTACT INFORMATION

First Name:

Last Name:

★ Street Address 1:

Street Address 2:

City:

State:

ZIP:

Home Phone:

Cell Phone:

Email:

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: