

# Canaan Taiwanese Christian Church Facility Usage Policy

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## STATEMENT OF PURPOSE

The Canaan Taiwanese Christian Church (here after CTCC) facility is dedicated to the glory of God through worship, nurture, care, and growth. To these ends, the facilities shall be used for programs which honor God, spiritually encouraging in content and host activities that foster personal growth in Christ, as well as to introduce and invite members of the community into a personal relationship with the Lord Jesus Christ.

### 1. Eligibility

CTCC welcome all events that reflect Christian principles and values to use the facility. However, CTCC will not allow events to be held on the premises with political agenda or sponsored by non-Christian religious groups

### 2. PRIORITY CLASSIFICATION/DEFINITION

CTCC Church sponsored events have first priority over other events. The priority and fee of using the CTCC facility is specified below, however Pastoral office Board of Elders preserves the right to prioritize, reject or delay and pre-reserved activity. CTCC reserves the right to deny the usage of its facility to any individual or organization.

<b>First priority</b>	<b>- any CTCC held/sponsored activities.</b>
<b>Second priority</b>	<b>- non-profit Christian organization or other church activities.</b>
<b>Third priority</b>	<b>- non-profit organization or others (group/individual) activities.</b>

### 3. APPLICATION & DEPOSITS

All applications must be submitted by group representatives, along with listed CTCC represented individuals as required:

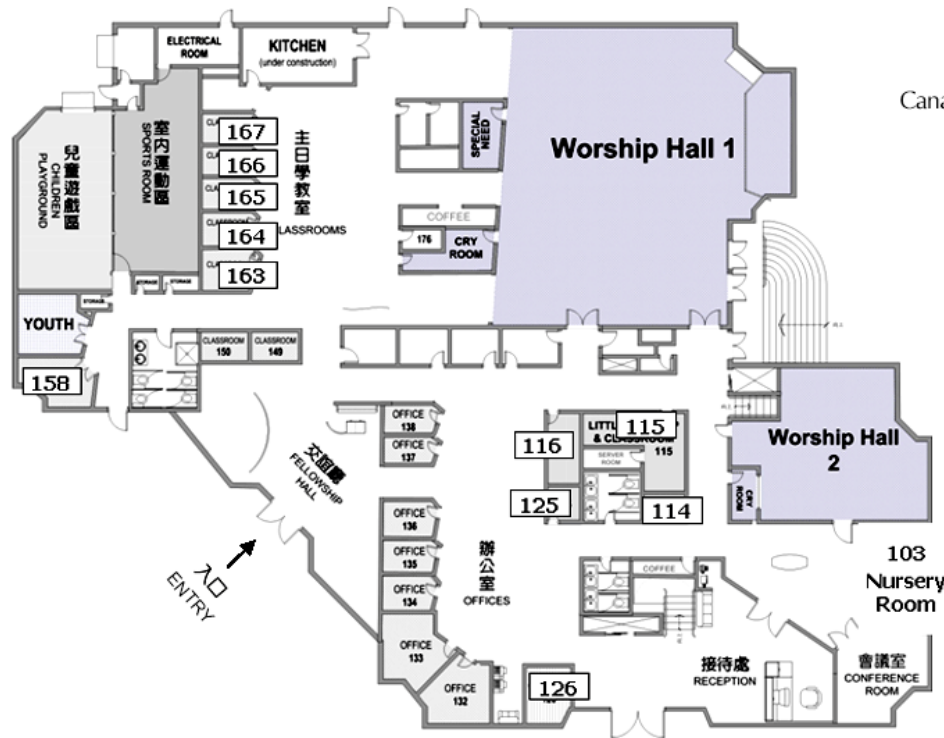
Group less than 100 People	- One CTCC Deacon and One CTCC Elder
More than 100 People	- Two CTCC Elders

The CTCC represented individuals are to serve as contact person(s) during the permitted usage time, facilitating the success of all proper activities.

CTCC reserves the right to decline a request for usage from any groups or individual. Applications must be submitted at least ten (10) working days prior to use. All donations and deposit shall pay to CTCC with application.

To help defray the operational expenses and repairs of church facilities, all activities will require a clean up/security deposit and a usage fee. In addition, non member, individuals or organizations will be expected to donate the following sum:

# Canaan Taiwanese Christian Church Facility Usage Policy



迦南臺灣基督教會  
Canaan Taiwanese Christian Church

主日崇拜  
Sunday Worship Services  
(Starting from Jan. 11, 2009)

- 英語崇拜 : 09:15 AM  
English Worship : Worship Hall 1
- 華語崇拜 : 09:15 AM  
Mandarin Worship : Worship Hall 2
- 臺語崇拜 : 10:45 AM  
Taiwanese Worship : Worship Hall 1
- 兒童崇拜 : 10:45 AM  
Children Worship : Worship Hall 2
- 幼兒崇拜 : 11:45 AM  
Little Worship : Little Worship Room

Place	Usage Fee:	Security/Clean up Deposit:
a. Worship Hall 1	\$200/hour	\$200
b. Worship Hall 2	\$100/hour	\$100
c. Nursery Room	\$100/hour	\$100
d. Sports Room	\$100/hour	\$100
e. Children Playground	\$100/half-day	\$100
f. Conference Room	\$100/half-day	\$100
g. Fellowship Hall 1	\$100/half-day	\$100
h. Fellowship Hall 2	\$200/half-day	\$100
i. Room 158	\$100/half-day	\$100

## 4. TIME RESERVED TO COVER ENTIRE USE

The hours shown on the application will cover the entire time required for decorating, setup, conduct the activity and clean up of the facility after usage. The facilities must be vacated promptly at the conclusion of the time specified on the permit.

## 5. NORMAL OPERATING HOURS

Monday through Friday - 8:00 am to 10:00 pm  
Saturday - 8:00 am to 10:00 pm  
Sunday - 2:00 pm to 10:00 pm

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---

## **6. CANCELLATION POLICY**

Either party reserved the right to cancel any approved permit through written notice to the other party. Written notice of cancellation must be submitted at least seven (7) days prior to the cancellation of any dates covered by the permit. Applicant's donation, usage fee and deposit for usages canceled seven (7) or more days in advance will be refunded in full.

## **7. REFUND OF DEPOSIT**

The full deposit will be forfeited for inadequate clean-up or damages to church property by ANY person in the reserved hours, except ordinary wear and tear.

Refund of the full deposit will be put in the mail within 2 weeks where no damage or loss has occurred or where no extra clean-up is required as a result of applicants' use of the facilities.

## **8. DECORATING**

**ONLY** masking tape is acceptable and **NO** nails/pins/tacks are allowed. No materials can be attached to light fixtures. Any violation will result in loss of deposit.

## **9. NO VERBAL AGREEMENTS**

No verbal agreements for use of facilities shall be made.

## **10. LONGER TERM USAGE**

Groups requiring more than one day or regular usage will need additional review and special approval. The other special Rental/Lease Agreement may be applicable for special usage.

## **11. INSURANCE/MEDICAL**

CTCC DOES NOT carry accidental or medical insurance for any groups/guests. Group with more than 100 people will be required to provide a certificate of liability insurance showing the amount of coverage as \$ 1,000,000.00, naming Canaan Taiwanese Christian Church as additional insured. ALL APPLICANTS WILL BE REQUIRED TO SIGN A LIABILITY RELEASE FORM.

## **12. FACILITY HELPERS**

Basic sound setup is available during the reserved time of use. The person provided by the event sponsor need to be experienced with audio/visual equipment in order to operate them. If needed, CTCC can help provide a sound tech at a rate of \$100/event.

## **13. Keycard Checkout procedure**

# Canaan Taiwanese Christian Church Facility Usage Policy

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- i) vacancy the building phone call by the user
- ii) door key return drop to the issuer
- iii) walkthrough checklist with owner (CTCC designated personnel) if required in lieu of i) and ii).

## 14. RULES

- No profanity of any kind or taking the Lord's name in vain.
- No smoking in any facilities.
- No alcohol in any facilities.
- Food or beverages are only allowed in the fellowship hall and designated area.
- No sale-for-profit or related business.
- Parking in designated spots only.
- Vehicles left on property - risk towing at owners own expense.
- Children under ages (17 and under) should be supervised at all times.
- Any garbage from building, kitchen, and ground produced during the event must be placed in the dumpster in the parking lot area.
- A room setup with tables and chairs must be so arranged to allow easy exit in case of fire.
- No attendant and no fee collector permission on parking, no overnight parking are allowed, no rental for night activities on parking lot.
- Upon vacating the premise, leader of the group and CTCC represented will be responsible and accountable for closing all windows and turning off all lights in area used and will be responsible for locking up all building exterior doors, if it is the last group to leave the premises.

FAILURE TO COMPLY WITH ABOVE STATED RULES AND REGULATIONS WILL  
RESULT IN THE LOSS OF YOUR CLEAN UP AND SECURITY DEPOSIT  
THANK YOU FOR YOUR COOPERATION.

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**Canaan Taiwanese Christian Church**  
**4405 Fortran Court, San Jose, CA 95134**  
**Tel: (408) 942-2822 Fax: (408) 942-2825**

## FACILITY USE APPLICATION FORM

1. Applicant Information:

Name of Group: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2. The purpose of this use will be:

3. Anticipated Maximum attendance:

Adults \_\_\_\_\_ Youth (17 & under) \_\_\_\_\_ Total \_\_\_\_\_

4. CTCC represented person(s): \_\_\_\_\_

5. Date & Time of use:

Setup date \_\_\_\_\_ Time: \_\_\_\_\_

Opening date \_\_\_\_\_ Time: \_\_\_\_\_

Closing date \_\_\_\_\_ Time: \_\_\_\_\_

6. Facility:

Worship Hall 1 : Yes/No

Worship Hall 2 : Yes/No

Nursery Room : Yes/No

Sports Room : Yes/No

Conference Room : Yes/No

Other : Yes/No

7. Insurance Information

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## **FACILITY USE APPROVAL/PERMIT**

I understand the use of the facility is regulated by the guidelines for facilities usage. I have read the guidelines and understand that if my usage does not meet the criteria established herein, I will forfeit my entire deposit.

I further understand that I am fully responsible for the actions of all who attend my event, and agree to cooperate with the church to assure that my usage adheres to the CTCC usage guidelines, and that once this contract is signed, it becomes a legal and binding agreement between Canaan Taiwanese Christian Church and I.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Group Name: \_\_\_\_\_

### **CTCC REPRESENTED:**

\_\_\_\_\_ Print Name: \_\_\_\_\_

\_\_\_\_\_ Print Name: \_\_\_\_\_

### **CANAAN TAIWANESE CHRISTIAN CHURCH**

(2 authorized signatures required)

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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## **LIABILITY RELEASE FORM**

I, \_\_\_\_\_ representing \_\_\_\_\_ acknowledge that the Canaan Taiwanese Christian Church is not insured against injury for any person during the hours I reserved and that the Canaan Taiwanese Christian Church will not and cannot be monetarily responsible for personal injuries which might occur to any person while on the premises of the Canaan Taiwanese Christian Church.

I agree to hold the Canaan Taiwanese Christian Church and authorized personnel harmless from liabilities for damages arising out of personal injuries sustained by any persons and I agree to assume all liability found on part of the CTCC and its authorized personnel.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_