

**中誠浸信會**  
**Chinese Faith Baptist Church**

Property and Finance Committee  
1595 Greentree Road, Lake Oswego, OR 97034  
Telephone: 503.236.8225 Website: [www.chinesefaith.org](http://www.chinesefaith.org)

**RULES AND REQUIREMENTS FOR FACILITY USE AND RESERVATION**

Administered by CFBC Property and Finance Committee – Approved by CFBC Board of Deacons and adopted on May 21, 2011

1. Chinese Faith Baptist Church ("CFBC") through its Property & Finance Committee ("P&F") maintains the real property that includes the building, driveways, parking and landscape at the above address, and establishes rules and requirements as outlined here for its use. Party that desires its use ("USER") shall complete the Facility Use & Rental Agreement ("FURA") on the next page. FURA is for non CFBC functions such as birthday parties, music recitals, graduation parties, and weddings. USER must provide liability insurance to cover all participants of the function by naming CFBC as additional insured, or sign Release and Waiver of Liability and Indemnity Agreement ("RAWLIA"). USER may request and acquire liability insurance through CFBC by completing Special Event Insurance Application at least three weeks in advance of the function. Approval for use and rental request may be granted when no conflicts are identified with currently scheduled or anticipated future ministry events. CFBC reserves the right to terminate FURA at any time should the actual use in non-compliance with FURA, or in conflict with the mission, purpose or belief of CFBC. Profit making activities are not permitted.
2. FURA user fees are noted below for each event up to 4 hours or a portion thereof per occurrence to cover utility costs and custodial services. Contact CFBC for recurring events or functions. User fees and a \$100 refundable deposit shall be collected in advance upon reservation. Reservation should be made at least three weeks in advance of use. Additional fees may be charged in the event of property damage beyond normal wear and tear.

Type of Events	Fees for Non CFBC Events up to 4 Hours or a Portion thereof per Occurrence		
	CFBC Members	Non CFBC Members	Other User Groups
Weddings	\$200	\$300	\$500
Birthday Parties	\$30	\$40	\$60
Graduation Parties/Recitals	\$50	\$60	\$80
School Events	N/A	N/A	\$100
Events Sponsored by Other Churches	N/A	N/A	\$100
Neighborhood Events	N/A	N/A	\$100

3. USER shall not occupy or enter any unassigned areas of the facility. Excessive noise that may impact the surrounding neighborhood is not permitted. USER shall notify CFBC in advance when sound system is needed or if food/refreshment will be served. USER shall seek approval first if desire to rearrange the seating arrangement.
4. USER shall maintain a tobacco and smoke free building environment. Illicit activities, alcohol, sex, drugs and firearms are not allowed on CFBC site.

**RESERVATION REQUEST FOR USING CFBC FACILITIES**

<b>USER Name:</b>	<b>Date of Application:</b>
<b>Organization (if applicable):</b>	<b>Start / End Dates of Facility Usage:</b>
<b>Reasons for Use:</b>	<b>Fee Amount (incl. deposit):</b>
<b>Method of Payment:</b>	
<b>FOR OFFICE USE ONLY</b> <i>(CFBC reserves the right to waive or reduce the user fees or liability insurance for using the facilities)</i>	
<b>Reviewed by:</b> _____ <small>CFBC P&amp;F Committee</small>	<b>Accepted by:</b> _____ <small>CFBC P&amp;F Committee</small>

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**FACILITY USE & RENTAL AGREEMENT (FURA)**

This Agreement by and between Chinese Faith Baptist Church, 1595 Greentree Road, Lake Oswego, OR 97034 ("CFBC"), and \_\_\_\_\_, \_\_\_\_\_ ("USER"),  
\_\_\_\_\_ *USER's name/organization* \_\_\_\_\_ *USER's phone and address*  
is effective from \_\_\_\_ am/pm, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to \_\_\_\_ am/pm, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

WHEREAS, CFBC is the owner of the properties or premises at 1595 Greentree Road, Lake Oswego, OR 97034 and WHEREAS, USER desires to use the CFBC church building, and its on-site parking ("Facilities") for the purpose of \_\_\_\_\_, and WHEREAS, CFBC has agreed to allow USER to use Facilities provided that the following terms and conditions are met.

Therefore, it is agreed by and between the Parties that:

1. CFBC agrees to let USER use the Facilities for the purpose, on the date and time, as stated above. The contact person for CFBC is \_\_\_\_\_.
2. USER agrees to pay CFBC \$\_\_\_\_\_ for the use of the facilities.
3. USER agrees that Facilities will not be used for any unauthorized or unlawful purposes and that all applicable laws, rules, and regulations of governmental authorities will be followed while using Facilities.
4. USER agrees that the use of Facilities will not be contrary to the mission, purpose or belief of CFBC, which is a biblically-based religious institution.
5. USER agrees to abide by the rules and requirements for the use of Facilities that are attached to this Agreement.
6. USER promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. USER needs to provide an insurance certificate to CFBC at least three (3) days prior to the date of Facilities use. The insurance certificate must indicate USER has made CFBC an "additional insured" on USER's policy with respect to Facilities use. (USER may request and compensate CFBC for carrying additional liability insurance for USER that is in addition to the user fees.)
7. USER agrees to hold harmless, indemnify and defend CFBC (including CFBC's board, committees, members, agents and employees) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result while on CFBC properties or premises, regardless of whether such injury or damage results from the negligence of CFBC (including CFBC's board, committees, members, agents and employees) or otherwise.
8. USER agrees to be responsible for any damages other than normal wear and tear and return Facilities to the pre-use conditions after Facilities use. All excess trash shall be bagged and disposed off in the garbage cart adjacent to the parking lot or a custodial charge will be added to USER.
9. This Agreement may be cancelled unilaterally by either Party with a 7-day written notice to the other Party.
10. This Agreement shall not be re-assigned to a third party and any such action will void this Agreement at the sole option of CFBC.
11. This document contains the entire Agreement of the Parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

USER,

CFBC,

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*Authorized Signature*

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*Authorized Signature*  
CFBC Property & Finance Committee

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*Name of Person Signing the Agreement*

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*Name of Person Signing the Agreement*

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*Organization and Title (if applicable)*

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**RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT (RAWLIA)**

IN CONSIDERATION of the permission granted to the below named individual to rent the CFBC facilities for a function, I/we SHALL RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE CFBC, their board, committees, members, agents and employees from all liability for any and all loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in the death of the person or any persons attending said function, whether caused by the negligence of CFBC, their board, committees, members, agents and employees or otherwise while the named person and persons attending said function while they occupy the CFBC facilities or premises.

I/we further agree to indemnify CFBC, their board, committees, members, agents and employees from any and all liability, loss or damage including but not limited to bodily injury, illness, death or property damage which CFBC, their board, committees, members, agents and employees become legally obligated to pay including reasonable attorney's fees and costs, as a result of claims, demands, costs or judgments, against CFBC, their board, committees, members, agents and employees on account of injury to the person or property or resulting in the death of the person or persons attending said function whether or not caused by the negligence of CFBC, their board, committees, members, agents and employees and whether or not such liability is sole, joint or several.

I/we, the undersigned, have read this release and understand all its terms. I/we execute it voluntarily and with full knowledge of its significance. I/we have executed this release on this date indicated next to my/our names.

As concerns the use of CFBC facilities by non-CFBC organizations or individuals in Lake Oswego, Oregon:

The undersigned agrees to indemnify and hold harmless CFBC, their board, committees, members, agents and employees from any and all loss, cost (including attorney's fees), damages, expense and liability in connection with claims for property damage, bodily injury or death of any person which may arise out of the use of the CFBC facilities.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

USER,

CFBC,

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*Authorized Signature*

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*Authorized Signature*

*CFBC Property & Finance Committee*

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*Name of Person Signing the Agreement*

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*Name of Person Signing the Agreement*

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*Organization and Title (if applicable)*

Note for office: Attach Special Event Insurance Application in PDF format upon request  
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