

**ST. JOHN the BAPTIST**  
**GREEK ORTHODOX CHURCH**

405 North Dale Street  
Anaheim, CA 92801  
714/827-0181

**FACILITIES USE AGREEMENT**

NAME: \_\_\_\_\_ PHONE (include Area Codes) \_\_\_\_\_  
HOME: \_\_\_\_\_  
WORK: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

DATE SCHEDULED EVENT: \_\_\_\_\_ TYPE OF AFFAIR: \_\_\_\_\_

- ( ) CATERED DINNER      ( ) DANCE ONLY – NO FOOD      ( ) MEETING  
( ) KITCHEN USE

NUMBER OF PERSONS TO ATTEND: \_\_\_\_\_ (MAXIMUM 350 PEOPLE)

INCLUDED IN THE FACILITIES AGREEMENT ARE THE ITEMS AND QUANTITIES STATED BELOW:

_____ 60" Round Tables	_____ Kitchen	_____ Ice Machine
_____ 6' Long Table	_____ Stage	_____ Security Guards ( <b>Required</b> )
_____ 8' Long Table	_____ Bar	_____ Other _____
_____ Folding Chairs	_____ Coffee Machine	_____
_____ Tablecloths	_____ Napkins	_____

1. SECURITY DEPOSIT DUE: (IN CASH) \$ \_\_\_\_\_
2. FACILITIES FEE DUE: (IN CASH) \$ \_\_\_\_\_
3. MISCELLANEOUS OTHER FEES DUE FOR \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GRAND TOTAL AMOUNT DUE: \$ \_\_\_\_\_

PLEASE NOTE: A CHURCH REPRESENTATIVE WILL BE PRESENT DURING THE EVENT AND WILL REPORT ON THE NUMBER ATTENDING AND EQUIPMENT USED.

HAVING READ THE ABOVE, I, THE UNDERSIGNED, AGREE TO THE TERMS AND CONDITIONS AS STATED HENCEFORTH.

**ACCEPTED (LESSEE):**

**ST. JOHN the BAPTIST GREEK  
ORTHODOX CHURCH (LESSOR)**

**BY:** \_\_\_\_\_ **BY:** \_\_\_\_\_

**FOR GROUP** \_\_\_\_\_ **BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## GUIDELINES AND CONDITIONS

### ENTRANCE AND DEPARTURE TIME:

Entrance to the facilities will be by appointment. All event activities and music must end at **1:00 A.M.** If curfew is not adhered to, there will be a penalty deducted from the **SECURITY DEPOSIT of \$200.00 per every half hour.** Premises must be cleaned and vacated by all guests by 2:00 A.M. If St. John's Fellowship Hall is to be used on Sunday, the lessee may not enter the premises until **2:00 P.M.**

### FACILITY FEE:

Deposit will be made for the St. John's Fellowship Hall / Small Hall at the time reservation is made. The Security Deposit will be refunded three (3) weeks after the event, subject to deductions for damages; (cleanliness of trash, food from the floors and all equipment including the dining area, kitchen and bathrooms and breakage or missing equipment from the facilities.

Deposit will be refunded if the event is cancelled by either party in writing sixty (60) days prior to the date on which it is scheduled. Failure to notify the Church in writing will constitute forfeiture of the Deposit.

### BALANCE OF FACILITIES FEE TO BE PAID IN CASH, **CREDIT CARDS OR BY CERTIFIED CHECK, SIXTY (60) DAYS PRIOR TO THE SCHEDULED EVENT.**

### GUIDELINES:

1. No eating or drinking allowed outside the Hall.
2. Doors must remain closed when music is played.
3. All beverages must be served in cups or glasses. No cans or bottles allowed.
4. **Security Guard service is required. 0 to 50 guest, one guard, 51 to 150 guest, two guards, and 151 to 350 guest three guards. NO EXCEPTION.** The cost will be borne by the individual or organization using the facility.
5. Church affiliated organizations cannot conduct entertainment affairs during the Lenten periods, nor may the facility be used for business or political purposes.
6. A St. John's member may not rent the facilities on behalf of another individual who is not a member of the parish. A St. John's member can sponsor that individual at the non-member rate.
7. When the scheduled event is catered, the kitchen must be left clean and orderly. NO caterer shall receive the use of any equipment or kitchen utensils.
8. NO SMOKING ALLOWED ANYWHERE IN THE HALL / PREMISES.

**Note: The CHURCH reserves the right to bar or remove any person / persons from the premises if their activities or general conduct is detrimental to the CHURCH or its prosperities.**

COST INCREASES THAT TAKE EFFECT BETWEEN THE TIME OF SIGNING THE CONTRACT AND THE ACTUAL DATE AND TIME OF THE EVENT, WILL BE PASSED ON AND CHARGED TO THE LESSEE BY THE LESSOR, AT THE LESSOR'S OPTION.

**RESPONSIBILITY:**

The CHURCH will not be responsible for any equipment and/or excess provisions and refreshments left by the Lessee on the premises after the event. The CHURCH disclaims responsibility for any property lost, stolen or damaged in the rooms or anywhere in/or on the CHURCH grounds at any time.

**TABLES AND CHAIRS:**

Tables and chairs will be set-up for the event by the CHURCH representative. A set-up fee is required and will be paid by the Lessee. Any moving or changing the set-up is the responsibility of the Lessor. Removal of the tables and chairs is the responsibility of the CHURCH representative.

**DECORATIONS:**

Masking tape shall be the only means by which decorations, signs, posters, or any kind of material shall be affixed to the walls, or windows of the facility.

HAVING READ THE ABOVE, I THE UNDERSIGNED AGREE TO THE TERMS AND CONDISIONS AS STATED HENCEFORTH.

**ACCEPTED (LESSEE):**

**ST. JOHN the BAPTIST GREEK  
ORTHODOX CHURCH (LESSOR)**

**BY:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_