

Please read this document carefully. If you have questions, please contact us.

EASTSIDE CHURCH'S MISSION & VALUES

Our mission and values encompass the following:

- **PLACE TO BELONG:** We have been welcomed into God's family; we welcome everyone into our family of faith.
- **PEOPLE WHO ARE KIND:** We are loved and forgiven by God; we choose to love and forgive each other.
- **PROCESS TO BECOME:** We are designed in the likeness of God; we encourage one another to become more like Jesus.
- **PROMISE OF PURPOSE:** We are empowered by the Holy Spirit to engage in the mission of God.

Building Usage Approval Criteria

In determining whether an individual or organization (hereinafter "User") can have use of Eastside's facilities, the following criteria will be considered:

- The User's presence supports our mission and values.
- The User, if religious in nature, agrees generally with Eastside's mission, values, and doctrinal beliefs. (To learn more about our beliefs, visit www.eastsidechurch.org and www.foursquare.org).
- The User is able to maintain a good standard of care of Eastside's facilities.
- The User is not using the facility for profit making purposes.

USAGE POLICIES & PROCEDURES

Who May Rent the Facility

Eastside's facility may be rented out to church, civic, and service organizations (non-profit). Personal use is limited to weddings and funerals/memorial services for members or non-members of Eastside in accordance with the Approval Criteria noted above.

Fundraisers

No fundraising events or activities are allowed unless specifically authorized by Eastside. Approval is required in advance.

Religious Ceremonies

Any religious ceremonies or rituals (including religious décor and relics) must align with Eastside's values, mission, and doctrinal beliefs.

Usage Limitations & Maintenance of Premise

- Smoking, alcoholic beverages, and drugs are not allowed on Eastside's property.
- Food and beverages are permitted in the kitchen, Lodge, Cascade Room, and Café. RED punch or GRAPE juices are prohibited. User is to request approval for food and beverages to be served in other areas of the building.
- The Eastside campus is a "peanut and tree nut free" facility. Due to the severe allergies of church members and guests, we respectfully request that food items containing peanuts and tree nuts not be served/consumed in the building.
- The User agrees to maintain the facility in as clean a manner as possible.
- The User agrees to remain in the rooms designated by the Facility Use Agreement.
- The User agrees to avoid interfering with other activities taking place in the same time frame in other parts of the facility.
- Eastside does not allow items such as rice, confetti, shredded paper, or glitter to be used or thrown inside or outside of the facility.
- Silly string, shaving cream, paint, slime or the like is not permitted inside or outside of the facility.
- Fireworks are prohibited.



- Items may not be nailed, wired, clamped, or permanently fixed to the buildings, walls, posts, or trees. Blue painter's tape may be used as a temporary adhesive.
- Any candles used must be driplless or put in an Eastside approved container.
- The release of live birds from the Eastside campus is prohibited.
- If the event involves minors, the User agrees to abide by Eastside's adult/child ratios.

Advertising for Your Event & Signage

All materials publicizing events that are not co-sponsored by Eastside must contain the following disclaimer: "This event is not sponsored by Eastside Church." All onsite signage must be approved. A limited number of sign holders are available upon request.

Setup & Teardown

Any setup and teardown (clean-up) time must be factored in to Facility Usage Agreement. User is responsible for setup and teardown. User will not have access to the space rented prior to the setup start time indicated on the Facility Usage Agreement. If setup time is during office hours (Monday—Thursday, 9:00 AM—3:00 PM), please check-in at Reception. User will be met by facility support personnel at agreed setup start time to conduct an initial walk-thru before event supplies are loaded into reserved rooms.

All teardown and clean-up must be completed by the agreed upon vacate time. Teardown includes, but is not limited to, emptying trash, vacuuming, wiping down tables and chairs, restoring furniture to closets, etc... A detailed checklist will be provided to User and will be reviewed by facility support personnel during final walk-thru. Since Eastside hosts multiple events a day, failure to vacate rental space on-time may result in additional rental and/or support personnel fees.

Resources Supplied by Eastside Church | Resources to be Supplied by User

- Upon request, Eastside will provide tables, chairs, and lecterns based upon available quantities.
- User is responsible to provide all food, beverages, coffee and tea, condiments, tableware, flatware, linens, office supplies, dry erase pens for white boards, etc...
- If additional tables and chairs are needed, User is responsible to arrange rental through a vendor.
- Eastside does not provide copying/printing services. User is responsible to bring handouts, signage, programs, etc...

Room Capacities

Note that room capacities vary depending upon the room setup. Under no circumstances may any furniture or equipment block exit doors. Common areas (Lobby, hallways and Café) and unrequested rooms may not be used as overflow space for events.

Kitchen Use

Our kitchen is a "warming kitchen," not a commercial kitchen. The kitchen is designed for minimal preparation and the warming of food. The kitchen includes fridge space designated for events, warming ovens, two conventional ovens with stove tops, and two microwaves. User must receive approval for extensive cooking as there are restrictions. Additional cleaning fees may apply. The User agrees to restore the kitchen to original cleanliness. Eastside cannot guarantee the availability of serving dishes or utensils. Any use of the kitchen—with the exception of obtaining ice from the ice machine—is strictly prohibited unless it has been rented as part of event.

Lobby and Café Use / The Eastside Cafe

The Lobby and Café are common areas. User must request specific usage of the Lobby and/or Cafe if incorporating the space for registration, displays, food and beverage, etc... User must receive advanced approval to use the commercial coffee brewers in the Café as training is required.

The Eastside Café (espresso bar) benefits local and global outreach and is operated by Eastside staff and volunteers. Please do not enter the bar area as it is not open for general use. Do not use supplies located in the bar area and/or designated for espresso bar. User may request that the Eastside Café be open for an event. Eastside will determine the feasibility based upon the size of the event and availability of volunteers. A minimum fee may be charged to the User.

Auditorium Use

Eastside rarely rents the Auditorium due to the resources and personnel required. As a general rule, Eastside only considers events that exceed the Lodge or Student Center capacities.



FACILITY USAGE POLICIES & PROCEDURES

Eastside Church | www.eastsidechurch.org | info@eastsidechurch.org | 425.488.2500
Location: 14520 100th Ave NE, Bothell, WA 98011 | Mail: PO Box 1439, Bothell, WA 98041

Security & Traffic Control

Security and traffic control may be requested and will be required for groups of 500 or more. Additional fees apply as Eastside contracts with local law enforcement.

Rental Deliveries & Catering

Delivery times and pick up times must be approved before confirmed. If the delivery or pickup times are outside of the scheduled event time, additional rental or facility support personnel fees may apply.

Caterer's arrival and departure times must be included in User's setup and teardown time. If for any reason, the caterer's arrival or departure is outside of the scheduled event time, additional rental or facility support personnel fees may apply.

Noise

Eastside is a multi-use facility located in a residential area. Events featuring live music, amplified music and/or DJs require prior approval. Music volume and other noise generating activities may be restricted to permit the simultaneous occurrence of multiple activities. Users who fail to comply with Eastside personnel to maintain an acceptable noise level risk having their event terminated. Eastside cannot guarantee that you will not hear some noise from other events in adjacent rooms.

Entertainment

Eastside does allow entertainment such as a DJ. DJs must provide their own equipment. We do allow dancing, but do not provide a dance floor.

PERSONNEL RESPONSIBILITIES

Audio/Visual Support (Fees Apply)

Users requesting audio/visual support or the use of audio/visual equipment must submit an **Audio/Visual Needs Request Form** at least three (3) weeks prior to the event. Eastside is not responsible on the event date to provide assistance if audio/visual needs were not communicated in advance.

Audio/visual support personnel responsibilities include, but are not limited to:

- Pre-event communication and/or training if User has their own audio/visual support personnel.
- Setup/teardown of audio/visual equipment and the stage.
- Pre-event uploading/formatting of multimedia.
- Event support (if User does not have their own audio/visual support).

Facility Support

Facility support personnel will be present during the event to assist with any issues that arise with the facility. Responsibilities include, but are not limited to:

- Unlocking the building/rooms being used and securing the building at the conclusion of the event.
- Conducting initial and final walk-thrus, as well as periodic security sweeps of the facility.
- Providing direction for setup and/or teardown (cleanup) - locating tables and chairs, etc... (Note that these individuals are not responsible for cleaning up after the User.).
- Monitoring the restrooms.
- Troubleshooting questions or issues that may arise.
- Providing instruction in the event of an emergency (power outage, fire, earthquake, etc...).

Honorariums

If your event (wedding, vow renewal, or funeral/memorial) requires a pastor to officiate, note that the room and personnel fees do not include an honorarium. The recommended honorarium is \$150-300 depending upon the time invested and should be paid directly to the officiant.

FEE SCHEDULE & CANCELLATION POLICIES

Refundable Deposit

A \$500 refundable deposit is required and due one week prior to event (a separate check payable to *Eastside Church*). The deposit is refundable if User complies with Eastside's Facility Use Policies & Procedures and the Facility Use



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Agreement, and does not cause any damage to the walls, floors, furniture, etc... Any deductions are at Eastside's discretion. If the deposit is to be refunded in full, the check will be returned or voided.

Commitment Deposit & Payments

- The commitment deposit is due upon receipt of the invoice (Payable to *Eastside Church*).
- The remaining balance is due one (1) week before User's event (Payable to *Eastside Church*).
- Facility support personnel fees are due the day of event (Payable to the individuals, unless advised otherwise).
- Audio/visual support personnel fees are due the day of event (Payable to the individuals, unless advised otherwise).

Cancellation Policy

50% of the deposit will be refunded if the User cancels the event at least 30 days before the scheduled event date. The deposit becomes non-refundable if the event is canceled by the User within 30 days of the scheduled event date.

Eastside reserves the right to cancel or reschedule events at any time to protect public health based upon the recommendations and/or mandates issued by any local, state, and national government officials. Users will be refunded 100% of the deposit if the event is cancelled.

Sharing Space

Due to the increase in facility usage, the User may be required to share a space (i.e. Kitchen, Café). If this is the case, User must agree to share such facilities with the other group. All needs of the room must be explained so each party understands and can share adequately. There is no discount for a case of "sharing." User can decide to cancel their usage of the shared facility at no penalty within 30 days of the scheduled event.

Indemnification and Hold Harmless Agreement & Proof of Insurance

User must sign a Hold Harmless Agreement releasing Eastside from all liabilities, damages, lawsuits, and attorney fees resulting from their use of the facility. Users may also be required to provide proof of liability insurance from a recognized insurance company licensed to do business in the State of Washington. If the event includes minor children, User must abide by proper adult/child ratios as outlined in the addendum of the Indemnification and Hold Harmless Agreement.

EMERGENCY & EVACUATION PLAN

In the event of fire or if the fire alarm goes off, User is to advise event participants to evacuate through the nearest exit. In the event of an earthquake, power outage, etc..., User is to advise event participants to evacuate the building when it is deemed safe. In the event of an active-shooter, guests are advised to run or hide, whichever is the safest option.

Recurring events, especially those involving children and youth, must establish an emergency evacuation plan. Onsite Eastside personnel will provide additional instructions when possible.

UNSAFE ACTIVITY

In the event that Eastside support staff deem the activity in the building to be unsafe and/or in violation of the agreed upon use, Eastside reserves the right to end use of the facility and to request that all building occupants leave immediately. The onsite support staff will offer a single verbal warning regarding unsafe activity to the key point of contact prior to ending use of the facility. Law enforcement may be dispatched to assist in ending the event at the discretion of the onsite support staff.

INCLEMENT WEATHER POLICY

In the event of inclement weather, please contact Eastside Church at 425.488.2500 during office hours or your staff contact. Please note that Eastside generally follows the Northshore School District operating decision during inclement weather. If Eastside is closed, Eastside will either refund all rental fees paid or attempt to reschedule the event on an alternate date.



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