

**LA JOLLA COMMUNITY CHURCH**  
**4377 Eastgate Mall**  
**San Diego, California 92121**

**FACILITIES USE POLICIES & PROCEDURES**

The La Jolla Community Church (LJCC) facilities are available to the members of the congregation and to the community pursuant to the following policies and procedures:

1. Making a Reservation. The sanctuary or rooms need to be reserved in advance. To make a reservation, please contact:

Eric Figi, LJCC Facilities Director  
(858) 558-9020 ext. 201 or [eric@ljcommunitychurch.org](mailto:eric@ljcommunitychurch.org)

2. Request for Use Form. Obtain and complete a “Request for LJCC Facilities Use” form. This must be completed and returned with any applicable fees to the Facilities Director before a reservation can be confirmed. The Facilities Director can supply the form via email or it can be obtained at the church offices or on the website ([www.ljcommunitychurch.org](http://www.ljcommunitychurch.org)).

3. Reservation Priorities. Reservations are accepted based upon the timeliness of the Request and the purpose of the reservation as follows:

- (a) Timeliness – Reservations should be made at least four (4) weeks in advance.
- (b) Purpose – Priority to an event shall be given in the following order:

- 1<sup>st</sup> – Church related events/activities
- 2<sup>nd</sup> – Church members doing ministry activities
- 3<sup>rd</sup> – Non church members doing ministry activities
- 4<sup>th</sup> – Church members doing personal activities\*
- 5<sup>th</sup> – Non church members doing personal activities\*

\*Personal activities must be consistent with the values and beliefs of LJCC.

- (c) The Board of Trustees shall be the final authority in regard to any questions or issues related to the use of the LJCC facilities and shall reserve the right to refuse use by any party.
4. Availability of Classrooms for Rent. Not all classrooms will be available for any given event and shall be rented out on a case-by-case basis. Please discuss availability with the Facilities Director. The Board of Trustees shall make any final determinations as necessary.
  5. Set-Up and Clean-Up. The person or group making the reservation (the “Reserving Party”) is responsible for the set-up and clean-up of the sanctuary and/or area/room(s)

being used. If the sanctuary is used on Saturday, then the Reserving Party is responsible for removing all evidence of their event from the sanctuary and surrounding areas by that evening, and shall restore the arrangement of chairs to their original set-up, if chairs have been moved, in order to be ready for the Sunday morning worship services.

6. Food Preparation Area. If the kitchen is to be utilized, please obtain the guidelines for usage from the Facilities Director in advance. In any event, the expectation will be that the kitchen is restored to the condition in which it was found, and no LJCC kitchen supplies or food are to be used.
7. Decorations. Any decoration of the sanctuary or meeting rooms/areas that would cause damage, such as tape on painted walls, nails on walls/posts, etc., is not permitted.
8. Responsibility for Injury and/or Damage. The Reserving Party shall be responsible for any and all injuries to persons and/or damage to real or personal property owned and/or maintained by LJCC which is caused, either directly or indirectly, by the acts or omissions of the Reserving Party, the Reserving Party's agents, the attendees of the event and/or any other person associated with the event. This shall apply to facilities use not related to LJCC events or activities. The Board of Trustees shall decide whether or not LJCC shall be named as an additional insured under any applicable policies as a condition of use and/or whether proof of insurance shall be required.
9. Cancellation of Reservation. Notification of a change to or cancellation of the Request for use needs to be made as soon as possible by the Reserving Party to the Facilities Director. Cancellation is subject to forfeiture of the Security Deposit pursuant to the Fee Schedule below.
10. Long-Term Use of Facilities. Long-term use of the sanctuary and/or meeting rooms shall require the approval of the Board of Trustees. "Long-term" shall be defined as regularly scheduled use for a period exceeding three (3) months.
11. Use of Restrooms. LJCC operates a preschool. Due to our licensing requirements, your group cannot mix with our preschool children. Therefore, if your event is during preschool hours, which are 7:00 a.m. to 6:00 p.m. Monday through Friday, the restrooms near the entrance to the sanctuary may not be used. Restrooms are available near the Church Office upstairs in the building behind the sanctuary. An ADA compliant restroom is available downstairs near the sanctuary and a monitor must be supplied by the Reserving Party to escort the individual(s) needing this facility to ensure that anyone accessing this restroom enters and leaves it without going into any preschool areas or mixing with the preschool students.
12. Childcare. If childcare is needed for an LJCC event, please discuss with the Facilities Director. Under certain circumstances it can be provided for a fee to individual guests utilizing this service during an event. If it is a non-LJCC event and you would like to provide your own childcare, please discuss with the Facilities Director. If you are going to need a separate area (such as one of our classrooms) for childcare during an event, then the Reserving Party is responsible for providing both adequate adult supervision and the

supplies/toys that the children will use. Preschool and LJCC Sunday School supplies/toys are not available without prior permission if at all.

13. Parking. LJCC parking spots are available for events reserved through this process. However, if the event is during preschool hours, the Facilities Director will designate a certain number of spots for the parents of the preschool children to park for the purpose of dropping off or picking up their children.
14. Smoking on Premises. Smoking is prohibited on LJCC property.
15. Serving of Alcohol. Permission to serve alcohol must be obtained in advance. This needs to be requested when the reservation is made. The Board of Trustees shall make the determination. No alcohol is to be served to any persons under the age of 21.
16. Conduct of Guests. Appropriate behavior by all event guests or other visitors related to the event is expected at all times during the use of the LJCC facilities. Excessive drinking is not permissible, and guests' behavior is the responsibility of the Reserving Party.
17. Political Use. Use of the LJCC facilities for political purposes (promoting a particular party or issue) is prohibited in accordance with IRS policy.
18. Outdoor Sound Amplification. Electronic amplification may not be used after 10:00 p.m. (12:15 p.m. if the event is on New Year's Eve) in any outdoor areas including the patio.
19. Audio/Video Usage. Arrangements for video or slide projection in the sanctuary need to be discussed in advance with the Facilities Director. If a sound technician is required in the sanctuary, only an LJCC-approved technician may provide this service. In the sanctuary, LJCC shall provide at no additional cost the use of our projectors and Windows-based desktop computer. Any media that is intended to be projected by our equipment in the sanctuary must be run only through the LJCC computer in the A/V booth. Outside video sources, including DVD players or laptop computers, are not allowed to be plugged into our video system. The Reserving Party is responsible for providing media on a CD, DVD or a memory stick. The following programs are loaded onto the computer in the sanctuary:
  - Microsoft Office 2007 (Word, Excel, PowerPoint)
  - QuickTime
  - Windows Media Player
  - Internet Explorer

Unauthorized installation of additional programs is expressly forbidden. If additional software is needed, please contact the Facilities Director no less than 72 hours prior to your event to determine if accommodations can be made. Reserving Party is responsible for scheduling a time to meet with an LJCC representative to review the system set-up no less than 12 hours prior to the event and must provide media to LJCC to ensure compatibility with system requirements no less than 8 hours prior to the event.

20. Locking Up/Lights. The Reserving Party shall make the determination as to whether they are the last people to leave the premises. If that is the case, it shall be their responsibility to turn off all lights and securely lock all doors and gates before leaving.
21. Gate to Preschool Area: At 6:00 p.m. the gate leading to the preschool office, church offices, classrooms and playground is locked by the preschool. Please make arrangements for a key if this affects your event/meeting.
22. Weddings: All couples, member or non-member, shall be required to work with the LJCC Wedding Coordinator. Additional policies and fees are in the Wedding Booklet which may be obtained from the Facilities Director or Wedding Coordinator.
23. Memorial Services: All LJCC members or non-members shall be required to work with the Facilities Director specifically in regard to scheduling and the needs for a memorial service. There shall be no fees charged for a memorial service; however, donations are accepted.
24. Assignment or Transfer of Reservation. There shall be no right to assign or transfer the LJCC facilities reservation and/or permission to use LJCC facilities without the written consent of LJCC's Facilities Director or the Board of Trustees. The reservation and this agreement are specific to the Reserving Party signing below and governed by California law.
25. Attorney's Fees and Costs. Should any claim or dispute arise between LJCC and the Reserving Party, the prevailing party shall be entitled to recover from the other party its reasonable attorney's fees and costs.
26. Indemnification of LJCC. The Reserving Party shall, at his/her/their sole cost and expense, indemnify, hold harmless and defend LJCC and its officers, trustees, employees and agents ("Indemnified Parties") from any and all claims, demands, legal actions or proceedings for damages, costs, expenses, and attorneys' fees incurred by any of them which arise out of, directly or indirectly, their event, except for the gross negligence or willful misconduct of the Indemnified Parties. This shall apply to facilities use not related to LJCC events or activities.

Defense of any and all claims or legal actions that may be commenced against the Indemnified Parties shall be by counsel acceptable to the Indemnified Parties. The Reserving Party shall pay any and all settlements entered into and shall satisfy any judgments that may be rendered against the Indemnified Parties as a result of, either directly or indirectly, their event, except for the gross negligence or willful misconduct of the Indemnified Parties.

27. Violation of Policies and Procedures. Violation of the aforementioned policies may result in forfeiture of the Security Deposit and/or restriction or denial of future use of the LJCC facilities. LJCC reserves the right to access and monitor LJCC facilities at all times to ensure compliance with the policies stated herein.

28. Right to Cancellation. LJCC and the reserving party each reserve the right to cancel this agreement immediately on written notice if the use is determined to violate any law, ordinance, regulation, or the terms of our preschool licensing requirements.

**FACILITIES FEE SCHEDULE**  
**(For Facilities Use Not Related to LJCC Events or Activities)**

**Sanctuary**

1. Fees are based on a minimum of three (3) hours. Each additional hour, commencing ten (10) minutes into each hour, shall be an additional \$50.00 per hour.
2. A Security Deposit of \$400 shall be due four (4) weeks prior to the event. Half of the Security Deposit shall be forfeited in the event of a cancellation within two (2) weeks of the event if the reserved space cannot be rented again for that day and time.
3. Fees:
  - (a) Member fee shall be \$500; the Non-Member fee shall be \$800;
  - (b) Use of the food preparation area is an additional \$100;
  - (c) A/V Technician fee is \$50 per hour with a 3-hour minimum;
  - (d) Custodian fee is \$50 per hour with a 4-hour minimum  
**(Requirement for usage);**
  - (e) Fee to serve alcohol shall be an additional \$100.

**Meeting Rooms/Areas**

1. A Security Deposit of \$100 shall be due four (4) weeks prior to the event. Half of the Security Deposit shall be forfeited in the event of a cancellation within two (2) weeks of the event if the reserved space cannot be rented again for that day and time.
2. The following fees shall be charged:
  - Rear of Sanctuary: \$150 up to 3 hours (Maximum capacity 100)
  - Rooms 1 to 6: \$50 up to 3 hours (Capacity 10-20 people)
  - Rooms 7-10: \$75 up to 3 hours (Capacity 20-30 people)
  - The Cove: \$100 up to 3 hours (Capacity 40-50 people)
  - Patio/Gazebo: \$100 up to 3 hours

Note: Fees for use of rooms/areas exceeding 3 hours shall be quoted on an individual basis.

3. Additional fees:

- Use of the food preparation area is an additional \$100;
- Custodian fee is \$50 per hour (may be required depending on usage);
- Fee to serve alcohol shall be an additional \$100.

ACKNOWLEDGMENT BY RESERVING PARTY:

I hereby acknowledge that I have read, understand and agree to the foregoing policies, procedures and fees for the use of LJCC facilities and services:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Organization (if applicable): \_\_\_\_\_

(Rev. 6-10-10)