

## NORTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS

Legal title to all church and school property and facilities is held in the name of the Northern California Conference of Seventh-day Adventists. The Conference is responsible for protecting the Church from general liability damage claims and is required to file an annual statement as to any use of church owned facilities by others. The Conference has therefore adopted the following policy:

### FACILITIES USAGE POLICY

1. A local church or school may not give permission to any other individual or group to use church or school facilities. The Northern California Conference of Seventh-day Adventists, hereinafter called "The Conference" is the only legal entity that can approve use of any facilities by other churches, individuals or entities.
2. A Joint-Use Agreement is required for any on-going or long-term use of the facilities by another organization. Any and all use agreement applications of local church or school facilities must be voted by the local church or school board and then submitted to the Conference's Property & Risk Management Department for review and approval.
3. The "Use Agreement Application" must be prepared by the local church or school on the form provided by the Conference and submitted with the requested supporting documents to the Conference for review and approval at least 30 days prior to actual use.
4. If the organization seeking joint-use agreement is not a religious organization, a brief description of the nature of the organization must be provided. If a church or school chooses to share its facilities with an organization that does not qualify as a non-profit IRS 501(c)(3) or 501 (c)(4) or CA R&T 23701d or 23701f tax-exempt organization, then the church or school recognizes and assumes full responsibility for any property tax consequences, including possible loss of the property exemption, that may result from use by a non-tax exempt party.
5. The "Use Agreement Application" must include the following:
  - (a) Proof that the requesting organization qualifies as a tax-exempt organization under IRC section 501 (c)(3) or 501 (c)(4) or CA R&T Code section 23701d or 23701f.
  - (b) The requesting organization must provide a Certificate of Insurance naming the "**Northern California Conference of Seventh-day Adventists**" as **Certificate Holder** and **additionally insured** to cover the limits of at least one million dollars bodily injury and property damage combined limits, one million dollars for each occurrence and one million aggregate, prior to approval of the application.
6. If the organization seeking joint use qualifies under both 5 a) and 5 b) above and receives NCC Trust & Property Management Council approval, the Conference will draw up the actual "Use Agreement and send it to the local church or school for signatures of the Licensor and the Licensee. After those signatures have been obtained, the document is to be returned to the Conference for signatures of the Conference officers.
7. A Hold Harmless Agreement will be necessary for any one-time use of facilities by another organization. A completed Hold Harmless Application is all that is needed.
8. All joint-use agreements will contain a provision that no tobacco or alcoholic beverages will be used on the premises.
9. Use of the facilities may not commence until the local church or school (Invitor/Licensor), the requesting organization (Invitee/Licensee) and Conference officers have signed the Joint Use Agreement.

If there are any questions, you may contact the Northern California Conference Property Management Department at 916/886-5665 or via e-mail at [property@nccsda.com](mailto:property@nccsda.com).



**NORTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS  
CHURCH/SCHOOL HOLD HARMLESS APPLICATION**

Please complete EVERY section on this sheet.

*(A hold harmless agreement is for short time usages such as one or two day events only.)*

Church/School Name: _____	Phone: _____
Address of Facility: _____	
Contact Person: _____	
Email Address: _____	

<b>ORGANIZATION WISHING TO USE FACILITY:</b>
Individual/Organization Name: _____
Contact Person: _____ Phone: _____
Email Address: _____
Briefly describe intended use of facility & desired area(s) to be used: _____
_____
_____
_____
<b>CONTRACT DATE(S) &amp; BEGINNING &amp; ENDING TIME(S):</b>
_____

Email (preferred) or Fax this completed form  
to: NCC Property Management  
Email Address: [property@nccsda.com](mailto:property@nccsda.com)

E-Fax Number: 888.312.0319  
Direct Phone: 916.886.5665