

ONE-TWO DAY FACILITY USE

Hold Harmless Checklist

☐ **1. Get the details**

Who is using the facility? What are they doing? What area do they need? What date and times?

☐ **2. Get Board approval**

Obtain Board approval for the requesting person or group by regular meeting or e-poll..

☐ **3. Complete the Hold Harmless Application**

Complete the NCC Hold Harmless Application with the requesting person or group. The application is intended for short-term, one- or two-day events.

☐ **4. Send Completed Application to NCC Property Management**

Email the completed application to property@nccsda.com.

☐ **5. Wait for NCC approval and Agreement**

Do not tell the group that the use is approved until the Conference has completed its review and sent you the completed Agreement.

☐ **6. Have the agreement completed before the event**

Once received, make sure the Hold Harmless Agreement is signed as required before the group uses the facility and return the signed agreement to the Conference (same email) for our records.

**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: _____

ORGANIZATION WISHING TO USE FACILITY:

Individual/Organization Name: _____

Contact Person: _____ **Phone:** _____

Email Address: _____

Briefly describe intended use of facility & desired area(s) to be used: _____

CONTRACT DATE(S) & BEGINNING & ENDING TIME(S):

Email this completed form to:

NCC Property Management

Email Address: property@nccsda.com

Direct Phone: 916-886-5665

Revised 03/21/24