

**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 public 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 and then submitted to the Conference's Trust & Property Management Department (T&PMD) 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 to the Conference for review and approval at least 30 days prior to actual use. In emergency situations where the application cannot be submitted within the 30 day deadline, the local church or school may provide the required information by telephone or Fax to the T&PM Secretary for consideration by the T&PM Council.
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 501(c)3 Tax Exempt Organization, then the church or school recognizes and assumes full responsibility for any tax consequences 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 is a non-profit 501(c)3 Tax Exempt Organization and has a religious or welfare exemption certificate. It must include the Tax Exempt number. If the shared use is with a non tax exempt organization, that fact must be described under "Special Circumstances" on the Use Agreement Application.
 - (b) The requesting organization must be prepared to provide a Certificate of Insurance naming the Northern California Conference of Seventh-day Adventists as being 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 by the Association. **No other name than Northern California Conference of Seventh-day Adventists will suffice.** Any certificate with another name as "being additionally insured" will be returned for correction before the facility can be used.
6. If the organization seeking joint use qualifies under both 5 a) and 5 b) above and receives T&PM Council approval, the Conference will draw up the actual "Use Agreement" or a "Hold Harmless Agreement", depending on the circumstances, 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.
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 Elder Dennis Yoshioka or Diane Alberts of the Northern California Conference Trust & Property Management Department at 925/685-4300.