

## **USE AGREEMENT POLICY**

1. The inviting Organization Board must recommend to the Church in Business Session that the request be considered. The action must be taken during a Business Session to share a facility. A copy of the minutes must accompany the Use Agreement Information Sheet.
2. Use Agreement Application must be completed in full, by both licensor and licensee with a minimum of six (6) weeks before the intended starting date.
3. The invited organization must be exempt under the IRS Code 501(c)3 to share a facility and provide their Federal Tax ID Number. If the organization is not exempt under the IRS Code then the invited organization will be subject to any assessed property tax.
4. The invited organization must provide Proof of Liability Insurance in the amount of One Million Dollars (\$1,000,000.00), naming the Northern California Conference of Seventh-day Adventists as additionally insured.
5. Agreements should not extend longer than one year.
6. The invited organization must not use the facility until all the previous requirements are met.

## **RENEWALS**

1. The local inviting organization must vote the renewal of a current Use Agreement. The local Church in Business Session may give authority to the local church/school board to request the renewal of Use Agreements and to forward the renewal request along with a copy of the Minutes of the Business Session granting the authority, and the Minutes of the Board requesting the renewal.
2. Any changes in the Use Agreement must be received a minimum of forty-five (45) days prior to the renewal date of the agreement.
3. All changes to Use Agreements must be approved by the Conference Legal Counsel.
4. The signed Use Agreement must be received fifteen (15) days before the renewal date, or both parties will receive a letter stating that if the agreement is not received by the Conference Trust & Property Management Department by the renewal date an eviction notice will be issued after the renewal date.
5. At the council meeting prior to the renewal date, an action will be taken to request the Conference Attorney to prepare the necessary documents for eviction, if the use agreement is not received by the renewal date.