

# THE SEA RANCH CHAPEL FACILITY USE AGREEMENT

Please complete and return to the Association Office

This agreement is made between \_\_\_\_\_ (“User”) and The Sea Ranch Association (“Association”) and permits the use of The Sea Ranch Chapel for a maximum of 2 hours.

1. The Sea Ranch Chapel use:

Purpose: \_\_\_\_\_ Number of Attendees \_\_\_\_\_ (Maximum 20) Day  
of Week: \_\_\_\_\_ Date: \_\_\_\_\_ Time From: \_\_\_\_\_ To: \_\_\_\_\_

2. User hereby agrees to pay a fee of \$400.00 for 2 (two) hours use of the Facility, a Facilities Monitor fee of \$60.00 and shall post a deposit of \$100.00. The deposit is refundable upon the determination by the Association that the Facility was left in a clean and undamaged condition, and the premises were vacated at the agreed upon time. If it is determined these conditions were not met, then the deposit, or part thereof, will be retained by the Association to reimburse its costs for cleaning, maintenance, repair, and administrative overtime. Deposit refunds are issued twice monthly.

3. User must provide evidence of “General Liability Insurance” (or equivalent special events policy/endorsement) insuring against claims for bodily injury and property damage arising out of the event, with policy limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, naming The Sea Ranch Association as an Additional Insured.

4. User hereby agrees to abide by and enforce all applicable provisions of The Sea Ranch Chapel Use Policy.

5. The User signing this agreement hereby acknowledges receipt of The Chapel Use Policy and agrees to be personally liable for any damages caused to the Facility, whether covered by the deposit or not, during the period of use noted above. User hereby agrees to hold harmless and indemnify the Association against any and all claims of liability occurring as a result of the use of the above noted Facility.

User Name (Print): \_\_\_\_\_

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

User Mailing Address: \_\_\_\_\_

User Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Return Deposit to: [  ] User [  ] Other ( Payer information below)

Other Payer Name: \_\_\_\_\_

Other Payer Mailing Address: \_\_\_\_\_

# THE SEA RANCH CHAPEL USE POLICY

- Open:** DAILY, until sunset.
- Primary Use:** INDIVIDUAL and GROUP PRAYER or MEDITATION of nonsectarian nature.  
**Private Uses:** MEMORIAL SERVICES, WEDDINGS, COMMITMENTS, BAPTISMS, ETC.
- Reservations:** Private use reservation requests are accepted on a tentative basis. Private use is confirmed upon receipt of deposit, fees, General Liability Insurance Certificate and signatures by User and Community Manager. Only one ceremony, service, etc. is permissible per reservation.
- Processing:** Payment of fees and deposit, signed Agreement and General Liability Insurance Certificate must be received a minimum of 10 business days (Tuesday – Saturday) prior to the tentative reservation date to process and confirm a Chapel Reservation.
- User Fees:** \$560.00 for 2-hour maximum private use per reservation.  
\$400.00 facility fee + \$60.00 Monitor Fee +  
\$100.00 refundable cleaning/security deposit use.
- Insurance:** User must provide evidence of “General Liability Insurance” (or equivalent special events policy/endorsement) insuring against claims for bodily injury and property damage arising out of the event, with policy limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, naming The Sea Ranch Association as an Additional Insured.
- Cancellation:** For reservations made more than 30 days in advance, a 30-day written notice is required for a refund; a 10-day written notice is permitted for an event made less than 30 days in advance. A \$40 processing charge is deducted from the fee for any cancellation.
- Restrictions:**
- Use of the Chapel Site (inside and outside) is limited to a maximum of 20 people which includes but not limited to, children and babies, photographer, officiant, etc.
  - Parking is limited to 13 designated parking spaces only; no RVs are allowed on the Chapel site. (There are NO restroom facilities on the Chapel site.)
  - **NO RICE, BIRDSEED, CONFETTI, FLOWERS, PETALS**, or other substance may be cast about on the Chapel grounds.
  - No signs, balloons, streamers, etc. allowed at the entrance from Highway One and on the site.
  - **NO** food or beverages permitted.
  - **NO** smoking, candles, incense, or open flame.
  - **DO NOT** bring dogs or other pets into the Chapel (guide dogs permitted).
  - **NO** receptions/gatherings permitted on the Chapel site.
  - Do not move Chapel benches.
  - Facility and Chapel site must be left clean and in an undamaged condition when vacated.
  - The Chapel must be vacated no later than the agreed upon time.

**FAILURE TO COMPLY WITH ANY OF THESE RESTRICTIONS WILL RESULT IN THE DEPOSIT, OR PART THEREOF, TO BE RETAINED BY THE ASSOCIATION TO REIMBURSE ITS COSTS FOR CLEANING, MAINTENANCE, REPAIR AND ADMINISTRATIVE OVERTIME.**

**THE SEA RANCH ASSOCIATION  
OFFICE USE ONLY**

SECURITY OR FACILITY MONITOR FILL OUT AND SIGN BELOW:

The Facility referred to in this agreement: **THE SEA RANCH CHAPEL**

Were all areas left clean and undamaged: Yes [ ] No [ ]

User abided by Chapel Use Policy: Yes [ ] No [ ]

The User vacated the premises at the agreed upon time: Yes [ ] No [ ]

Fill out the attached Checklist and return with agreement. Add comments, if necessary, below.

Security/Monitor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Security or Facility Monitor Print Name \_\_\_\_\_

PLEASE RETURN THIS FORM TO MEMBER SERVICES MANAGER/FACILITY USE COORDINATOR ON OR BEFORE NEXT OFFICE BUSINESS DAY AFTER THIS EVENT

Fee \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Monitor \$ \_\_\_\_\_ Payment Type: [ ] Check [ ] Credit Card

Date processed: \_\_\_\_\_ by: \_\_\_\_\_ Insurance Cert Rec'd Date: \_\_\_\_\_ by: \_\_\_\_\_

**USE AGREEMENT APPROVAL BY COMMUNITY MANAGER**

\_\_\_\_\_  
Community Manager/Designee Signature

\_\_\_\_\_  
Date

**Facility Use Coordinator:** Sign and Expedite to Finance Department

[ ] Return Deposit \$ \_\_\_\_\_ [ ] Do Not Return Deposit

See Attached Use Agreement Page 1 for User Info

If Cancelled: Cancellation Date: \_\_\_\_\_ Cancellation Fee \$: \_\_\_\_\_

Notes to Finance Department:

Authorized by: \_\_\_\_\_

Member Services

\_\_\_\_\_ Date