



**ST. ANDREW'S**  
PRESBYTERIAN CHURCH

Event Date: June 20, 2019  
Event Time: 8:30 a.m.

To: NAME Kelly Davis  
GROUP Back Bay High School  
ADDRESS 2985 Bear Street Bldg A  
CITY, STATE, ZIP Costa Mesa, CA 92626  
PHONE 949-515-3389  
EMAIL kdavis@nmsd.us

Event

Rehearsal & Graduation Ceremony

| Charges:   | Line Total |
|------------|------------|
| Rooms      | \$1,375.00 |
| Resources  |            |
| Personnel  | \$220.00   |
| Additional |            |
| Discount   | (\$343.75) |
| Total      | \$1,251.25 |

**Release From Liability and Indemnification**

In consideration for and as a condition of the use of the above stated facility, applicant hereby agrees to hold harmless St. Andrews Presbyterian Church (SAPC), its officers, employees, and agents against any and all claims, demands, causes of action, damages (including damages to SAPC property) costs and liabilities, directly or proximately resulting from or caused by the use and occupation of the facility herein above described whether such use is authorized or not or from any act of omission of applicant or any of its officers, agents, employees, guests, patrons, or invitees the Applicant shall at its sole risk and expense, defend any and all suits, actions, or legal proceedings which may be brought against St. Andrews Presbyterian Church, its officers and employees in which in any way arise from or relate to Applicant's use of the above facility. Applicant shall also pay for any and all damages to any property of SAPC including any damages for loss or theft of such property, done or caused by Applicant, its officers, agents, employees, guests, patrons and invitees.

I have read, understand and agree to abide by the Facilities Rental Agreement for the type of facility I am applying to use and I will be present at the facility during its use. I further realize the ramifications of failure to abide by the policies and/or permit requirements. SAPC is a non-smoking facility and the consumption of alcoholic beverages is not permitted. I understand that submittal of this application does not guarantee approval of my application. Room availability is subject to church holidays and calendar scheduling. Charges are an estimate based on rooms, resources, personnel and times requested. Actual costs may change based on changes to the requirements of the event.

Signature

Signature

Date

9/5/18  
Date



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PRESBYTERIAN CHURCH

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To: Kelly Davis  
Back Bay High School  
2985 Bear Street Bldg A  
Costa Mesa, CA 92626  
949-515-3389  
kdavis@nmusd.us

Event  
Rehearsal & Graduation Ceremony

Payment Terms  
Net 30

Due Date  
NOW

Charges:  
Deposit

Line Total  
\$250.00

*\$250.00*  
*deposit*  
*reg # M7802327*

Total  
\$250.00

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Signature

Date

Signature

Date

# St. Andrew's Presbyterian Church

## Facilities Request Form

|                        |                                 |                       |            |
|------------------------|---------------------------------|-----------------------|------------|
| Event Name             | Rehearsal & Graduation Ceremony |                       |            |
| Day & Date             | Day: Thursday                   | Date: 6/20/2019       |            |
| Event Time             | Start: 8:30 a.m.                | End: 11:15 AM         |            |
| Reserved Time          | Start: 7:00 AM                  | End: 12:00 PM         |            |
| Group Name             | Back Bay High School            |                       |            |
| Contact Person (Print) | Kelly Davis                     | Number of Guests: 600 |            |
| Contact Phones         | Cell: 949-515-3389              | Alt:                  |            |
| Contact Email          | kdavis@nmusd.us                 |                       |            |
| Billing Contact        | NMUSD                           |                       |            |
|                        | 2985 Bear Street Bldg A         |                       |            |
|                        | City: Costa Mesa                | State: CA             | Zip: 92626 |

### Rooms

|   |   |   |   |                                      |
|---|---|---|---|--------------------------------------|
| Rental includes regular set-up & custodial fees | <input checked="" type="checkbox"/> Sanctuary       | <input type="checkbox"/> Atrium/Café              | <input type="checkbox"/> Stewart Lounge | <input type="checkbox"/> Plaza       |
|   | <input type="checkbox"/> Grace Chapel               | <input checked="" type="checkbox"/> Family Center | <input type="checkbox"/> E216           | <input type="checkbox"/> Playground  |
|   | <input type="checkbox"/> Dierenfield Hall A   B   C | <input type="checkbox"/> Deaver Room              | <input type="checkbox"/> Meeting Room   | <input type="checkbox"/> Parking Lot |
|   | <input type="checkbox"/> Youth Center               | <input type="checkbox"/> The Well                 | <input type="checkbox"/> Classroom      | <input type="checkbox"/> Other:      |
|   |   |   |   |                                      |

### Resources

|                            |   |  |                                      |
|----------------------------|---|--|--------------------------------------|
| Total quantities requested | <input checked="" type="checkbox"/> Tables:                               | <input type="checkbox"/> Round             | <input type="checkbox"/> 2 Rectangle |
|                            | <input checked="" type="checkbox"/> Chairs:                               | <input checked="" type="checkbox"/> Padded | <input type="checkbox"/> Folding     |
|                            | <input type="checkbox"/> Whiteboard                                       |  |                                      |
|                            | <input type="checkbox"/> Lectern  |  |                                      |
|                            | <input checked="" type="checkbox"/> Other : Classic Worship Podium, stool |  |                                      |

### Audio Visual Support

|  |   |   |                                   |
|--|---|---|-----------------------------------|
| <input checked="" type="checkbox"/> Sanctuary    | <input checked="" type="checkbox"/> Sound | <input checked="" type="checkbox"/> Video | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Grace Chapel            | <input type="checkbox"/> Sound            | <input type="checkbox"/> Video            | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Dierenfield Hall        | <input type="checkbox"/> Sound            | <input type="checkbox"/> Video            | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Youth Center            | <input type="checkbox"/> Sound            | <input type="checkbox"/> Video            | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> CD Recording (2 copies) |   |   |                                   |
| <input type="checkbox"/> Other                   |   |   |                                   |

### Personnel Required

|                       |   |   |   |                                   |
|-----------------------|---|---|---|-----------------------------------|
| 2-hour minimum shift  | <input type="checkbox"/> 1 A/V Technician     | <input checked="" type="checkbox"/> Sound | <input checked="" type="checkbox"/> Video | <input type="checkbox"/> Lighting |
| \$150                 | <input type="checkbox"/> Kitchen Services     | * Use of kitchen requires supervisor      |   |                                   |
| minimum charge for    | <input type="checkbox"/> Dishwasher           |   |   |                                   |
| custodian after-hours | <input type="checkbox"/> 1 Custodial Services | * Required for after-hours reservations   |   |                                   |
|                       | <input type="checkbox"/> Café Services        |   |   |                                   |

Notes: Put students in chairs in choir loft, dignitaries on floor

Applicant's Signature

Date



## Event Approval Pending

Once approved, invitations can be sent, attendance can be taken, and the event can be seen on approved calendars.



## Back Bay High School Rehearsal and ...

Thursday, June 20, 2019 8:30 AM – 11:15 AM | [Outside Groups \(/group\\_detail.php?group\\_id=280\)](#)



Event Actions ▼

[PREVIEW](#)[ROOMS & RESOURCES](#)[GUEST LIST](#)[ATTENDANCE](#)[CHECK-IN](#)[PUBLISH](#)

Request Rooms &amp; Resources

## EVENT INFORMATION

Estimated Event Attenda... 900

Setup Time: 7:00 AM–8:30 AM

Cleanup Time: 11:15 AM–12:00 PM

General Setup Notes: none

| Rooms                    | Resources (Qty)            | Status                          |
|--------------------------|----------------------------|---------------------------------|
| Sanctuary <i>primary</i> | Table, Rectangle 3'x8' (1) | Room pending / Resource pending |
|                          | AV Tech (1)                | Resource pending                |
|                          | Stool (1)                  | Resource pending                |
| Atrium                   | —                          | Room pending                    |
| Connect Center           | —                          | Room pending                    |
| Cry Room East            | —                          | Room pending                    |
| Cry Room West            | —                          | Room pending                    |
| Family Center            | Chair - standard (3)       | Room pending / Resource pending |

| EVENT: Rehearsal & Graduation Ceremony   |                  |            |       | GROUP: Back Bay High School |                             |                |               |            |  |
|--|------------------|------------|-------|-----------------------------|-----------------------------|----------------|---------------|------------|--|
| Event Date: 6/20/2019  | Reservation Time |            | Hours | Room Rate (per hour)        | Base Cost                   | Group Discount | Item Discount | Item Cost  |  |
|  | Start            | End        |       |                             |                             |                |               |            |  |
| <b>ROOMS:</b>  |                  |            |       |                             |                             |                |               |            |  |
| Sanctuary  | 8:00 AM          | 11:30 AM   | 3.50  | \$250.00                    | \$875.00                    | -\$218.75      |               | \$656.25   |  |
| Grace Chapel   |                  |            |       | \$150.00                    |                             |                |               |            |  |
| Dierenfield Hall   |                  |            |       | \$200.00                    |                             |                |               |            |  |
| DHAB   |                  |            |       | \$150.00                    |                             |                |               |            |  |
| DHBC   |                  |            |       | \$150.00                    |                             |                |               |            |  |
| DHA  |                  |            |       | \$100.00                    |                             |                |               |            |  |
| DHB  |                  |            |       | \$100.00                    |                             |                |               |            |  |
| DHC  |                  |            |       | \$100.00                    |                             |                |               |            |  |
| Dierenfield Hall Kitchen   |                  |            |       | \$25.00                     |                             |                |               |            |  |
| Youth Center   |                  |            |       | \$150.00                    |                             |                |               |            |  |
| Atrium/Café  |                  |            |       | \$30.00                     |                             |                |               |            |  |
| Family Center  | 7:00 AM          | 12:00      | 5.00  | \$100.00                    | \$500.00                    | -\$125.00      |               | \$375.00   |  |
| Deaver Room  |                  |            |       | \$75.00                     |                             |                |               |            |  |
| The Well   |                  |            |       | \$30.00                     |                             |                |               |            |  |
| <b>Meeting Rooms:</b>  |                  |            |       |                             |                             |                |               |            |  |
| Stewart Lounge   |                  |            |       | \$75.00                     |                             |                |               |            |  |
| E216   |                  |            |       | \$75.00                     |                             |                |               |            |  |
| B205   |                  |            |       | \$75.00                     |                             |                |               |            |  |
| <b>Classrooms:</b>   |                  |            |       |                             |                             |                |               |            |  |
| B014   |                  |            |       | \$50.00                     |                             |                |               |            |  |
| B015   |                  |            |       | \$50.00                     |                             |                |               |            |  |
| B016   |                  |            |       | \$40.00                     |                             |                |               |            |  |
| B019   |                  |            |       | \$50.00                     |                             |                |               |            |  |
|  |                  |            |       |                             | Sub-totals:                 | \$1,375.00     | -\$343.75     | \$1,031.25 |  |
| <b>RESOURCES</b>   |                  |            |       |                             |                             |                |               |            |  |
|  |                  |            |       |                             |                             |                |               |            |  |
|  |                  |            |       |                             |                             |                |               |            |  |
|  |                  |            |       |                             |                             |                |               |            |  |
|  |                  |            |       |                             | Sub-totals:                 |                |               |            |  |
| <b>PERSONNEL: (2-hour minimum)</b>   |                  |            |       |                             |                             |                |               |            |  |
| AV Tech  | 7:30 AM          | 11:30 AM   | 4.00  | \$30.00                     | \$120.00                    |                |               | \$120.00   |  |
| AV Tech  |                  |            |       | \$30.00                     |                             |                |               |            |  |
| AV Tech  |                  |            |       | \$30.00                     |                             |                |               |            |  |
| AV Tech  |                  |            |       | \$30.00                     |                             |                |               |            |  |
| Kitchen Supervisor   |                  |            |       | \$20.00                     |                             |                |               |            |  |
| Dishwasher   |                  |            |       | \$15.00                     |                             |                |               |            |  |
| Custodian (\$100 minimum)  | 10:00 AM         | 2:00 PM    | 4.00  | \$25.00                     | \$100.00                    |                |               | \$100.00   |  |
| Head Barista   |                  |            |       | \$25.00                     |                             |                |               |            |  |
| Barista  |                  |            |       | \$25.00                     |                             |                |               |            |  |
| Organist (\$300 minimum)   |                  |            |       | \$50.00                     |                             |                |               |            |  |
|  |                  |            |       |                             | Sub-totals:                 | \$220.00       |               | \$220.00   |  |
| <b>Additional Items:</b>   |                  |            |       |                             |                             |                |               |            |  |
|  |                  |            |       |                             |                             |                |               |            |  |
|  |                  |            |       |                             |                             |                |               |            |  |
|  |                  |            |       |                             |                             |                |               |            |  |
|  |                  |            |       |                             | Sub-totals:                 |                |               |            |  |
| <b>SUMMARY</b>   |                  |            |       |                             |                             |                |               |            |  |
| <b>Billing Contact:</b><br>Name: NMUSD<br>Address: 2985 Bear Street Bldg A<br>City, ST, ZIP: Costa Mesa, CA 92626<br>Phone: 949-515-3389<br>Email: kdavis@nmusd.us |                  |            |       |                             | Rooms Sub-Total:            |                | \$1,375.00    |            |  |
|  |                  |            |       |                             | Resources Sub-Total:        |                |               |            |  |
|  |                  |            |       |                             | Personnel Sub-Total:        |                | \$220.00      |            |  |
|  |                  |            |       |                             | Additional Items Sub-Total: |                |               |            |  |
|  |                  |            |       |                             | Event Total:                |                | \$1,595.00    |            |  |
|  |                  |            |       |                             | Group Discounts:            |                | -\$343.75     |            |  |
|  |                  |            |       |                             | Item Discounts:             |                |               |            |  |
|  |                  |            |       |                             | Additional Discount:        |                |               |            |  |
|  |                  |            |       |                             | Discount Total:             |                | -\$343.75     |            |  |
|  |                  |            |       |                             | Sponsoring Account:         |                |               |            |  |
| Grand Total:   |                  | \$1,251.25 |       |                             |                             |                |               |            |  |
| Deposit:   |                  | \$250.00   |       |                             |                             |                |               |            |  |
| Final Amount Due:  |                  | \$1,001.25 |       |                             |                             |                |               |            |  |

Signature

Date