

**Policy and checklist for:
Holding an event or activity at Summit Ridge**

Dated: May 11, 2011

Note: Remember that Real Life Church is a 501(c)(3) nonprofit tax exempt entity and therefore there are certain steps that need to be followed to maintain our nonprofit status.

Event Check List

1. Need to check the calendar to make sure the date is open.
 - Check the church calendar and with Rick Heinz to make sure your date fits well with other planned church activities or other planned activities on the property.

2. What is the purpose of your event? Does it support the values of Real Life Church?

3. Are you hosting and organizing the event?
 - A) Is this activity sponsored under the Real Life Church umbrella? If so, check with Alexi McAlpine (treasurer) to make sure your event is covered under the Real Life Church insurance (must be a church event or church sponsored event for this coverage). You will probably be required to have event attendees fill out a liability form (see below). Or you can add the verbiage into an online registration if you are hosting an race event.
 - B) Are you working with another organization/group that wants to use our property for an event/activity?
 - i. They will need to provide proof of insurance coverage with RLC being listed as additional insured to cover liability issues (see below for example of what is required).
 - ii. Are there fees charged to participate in the event? If so, RLC needs to receive 51% of the event/activity's profits (this is as per our 501(c)(3) nonprofit status requirements).

4. How will you handle parking?
 - A) Can you accommodate all of your parking on the church property? If so, great.
 - B) If no, your best option is to provide parking at Diamond Square just south of the Summit Ridge. Diamond Square is in the city of Black Diamond so here is what you need to do:
 - a. Contact the Diamond Square property owner. He will probably want some insurance coverage. If this is an

RLC event contact Alexi. If not, have your outside organization work this with the owner.

- b. Get an event permit from the City of Black Diamond (no fee).
 - c. As part of the permit you will be required to hire Black Diamond police for a minimum of 4 hours. (fee)
5. Are you providing food?
You will need a food handler permit. If a third party is serving food they will need to split their profits with RLC (as per above listed guidelines).
6. Will merchandise be sold? If so, current policy is 50% of the proceeds will need to split with Real Life Church if the vendor is not Real Life Church.
7. Do you plan on have a campfire as part of you activity? If so, you first need to check with Rick Heinz and check in with the local fire department for current seasonal restrictions and requirements.

NOTE: At the end of the activity or event it is expected that the property is left in the condition it was found. (No trash or event stuff should be left behind.) You will be responsible for this. If this becomes an issue we will need to ask for a security deposit in the future.

Additional Information

Example of the information required for insurance certificate from a non-RLC group:

- Date of event
- Name of property owner
- Address of property
- Contact person, phone number & email address
- Type of event
- A list of the activities that will take place at the event
- Date the insurance certificate is needed

Liability Release Form

(Release of All Claims)

Real Life Church Release of Liability

As a participant in the **NAME OF EVENT HERE** held on **date**, I do hereby release, forever discharge and agree to hold harmless Real Life Church and the directors, employees, and volunteers thereof from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the participant that occur while said person and family is participating in the activities of this event.

Print Participant's Name: _____

Participant's Signature: _____

Signed this _____ day of _____, 2011

Witness Signature (registration volunteer worker)

Real Life Church
P O Box 1511
Maple Valley WA 98038
(425) 413-7325

Contact information for an event:

Parking: Diamond Square

Lee Wittenberg, Manager
Diamond Square
(360) 886-9933
lee@diamondsquare.com

Use Permit: City of Black Diamond

Amy Donlan
City of Black Diamond, Permit Center Supervisor
Ph: 360-886-2560x218
Fx: 360-886-2592
ADonlan@ci.blackdiamond.wa.us

Black Diamond Police

(They are \$75/hour minimum of 4 hours)
Jamey Kiblinger
JKiblinger@police.ci.blackdiamond.wa.us