

# NorthStar Church Network

## Open Air Cinema Policies

- ❖ The Open Air Cinema (OAC) is available on a first come/first served basis to NorthStar Church Network churches. Churches must reserve the equipment in advance. Reservations may be made up to one year in advance.
- ❖ The components of the Open Air Cinema are lent as a unit. An independent piece cannot be reserved separately.
- ❖ All components must be returned CLEAN and FREE of DAMAGE. Any damage or losses will be the borrower/host church's responsibility.
- ❖ All directions must be followed when using the components and equipment.
- ❖ For a weekend event, pick-up should be on the Wednesday or Thursday prior and return should be on Monday or Tuesday following the event. NorthStar offices are open 9 AM – 5 PM. Date and time of pick up and return will be arranged with the NorthStar Office Staff (Point of Contact: Mary Beth Inman). Please call in advance if you are unable to pick up or return the Open Air Cinema at your scheduled time.
  - Failure to pick up the OAC within the scheduled time on Wednesday or Thursday may result in the cancelation of your reservation.
  - Failure to return the OAC within the scheduled time on Monday or Tuesday will result in a penalty fee of \$50/day unless you have made prior arrangements with NorthStar.
- ❖ At the conclusion of your event, the borrower is responsible for returning the complete Open Air Cinema to the NorthStar Annandale Office. NorthStar Staff will check through the OAC after it is returned to guarantee all components are present and free of damage.
- ❖ The Open Air Cinema does not include a generator. The borrowing church is responsible for procuring a generator if necessary.
- ❖ Any lending of the Open Air Cinema will be processed through NorthStar Church Network. The OAC must remain in the possession of the borrowing church until returned to the NorthStar office and may not be lent or sold by the borrowing church.
- ❖ It is the responsibility of the church to acquire a video license for all activities involving the Open Air Cinema. More information regarding video licenses can be obtained from CVLI.com.
- ❖ FEES:
  - The church will pay a fee of \$75.00 for each use of the OAC due at reservation. Your reservation is not secured until we receive this fee. Reservations may be cancelled up to one month prior to the reservation date for a full refund. Reservations cancelled less than one month prior to the reservation date will not be refunded.
  - A separate \$300.00 damage deposit in the form of a check written to NorthStar Church Network is due at check-out. The check will be held until the Open Air Cinema is returned with all components clean and damage-free. Repair and/or replacement costs will be appropriated from the deposit the week after it is returned. Costs above the \$300.00 fee are the responsibility of the borrower and the host church and will be invoiced as needed. If the OAC is deemed clean and damage free, the check will be returned via mail to the church.

# NorthStar Church Network

## Usage Agreement, Release, and Acknowledgment of Risks

Host Church: \_\_\_\_\_

Church Representative: \_\_\_\_\_ Position: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ ☐Home ☐Work ☐Cell Secondary Phone \_\_\_\_\_ ☐Home ☐Work ☐Cell

Contact's Email: \_\_\_\_\_

Event and Location: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Return Date: \_\_\_\_\_

**Pickup:** Host church will pick up the Open Air Cinema (OAC) from the NorthStar Annandale office on the prearranged day at the prearranged time. The Open Air Cinema remains the property of NorthStar Church Network at all times and is available to churches for church-sponsored events. *The Open Air Cinema is not available to individuals for personal use. Pick up and return is by appointment only.*

I, \_\_\_\_\_, the borrowing church representative will make sure that the equipment is in the same good condition when it is returned. \_\_\_\_\_ Church agrees to pay all charges for repair and/or replacement of the borrowed equipment due to damages to the equipment while in our possession. We will immediately relay information on damages to NorthStar Church Network upon return of the Open Air Cinema. NorthStar will arrange for any repairs needed.

I agree to supervise the OAC, its various components, and the use of the components at all times in which the OAC is in our possession.

*I understand and acknowledge that the activity to be engaged in through our use of the Open Air Cinema and its components bring both known and unanticipated risks to myself, the operators and participants. I voluntarily release, indemnify, hold harmless and discharge NorthStar Church Network from all liability, claims, demands, actions, or rights of actions, whether personal to me or to a third party which are related to, arise out of, or are in any way connected with our use of the OAC and its components, including those allegedly attributable to negligent acts or omissions. I agree to reimburse any reasonable attorney's fees and costs which may be incurred by NorthStar Church Network as the result of my use in the defense of any such liability claim, demand, action or right of action.*

I acknowledge that our church has adequate insurance to cover any bodily injury or property damage, which might occur to our operators and participants from the use of the Open Air Cinema and its components.

I acknowledge and certify, with my signature below, that I have had sufficient opportunity to thoroughly read this document, that I understand its content and that I execute it freely, intelligently, and agree to be bound by its terms.

Church Representative (print): \_\_\_\_\_

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

### FOR OFFICE USE ONLY

Fees Received: ☐ Check-out Fee (\$75) ☐ Damage Deposit (\$300) By Whom: \_\_\_\_\_

OAC Checked-in: Date: \_\_\_\_\_ By Whom: \_\_\_\_\_

Follow up with church needed: ☐ No ☐ Yes If yes, please explain on back of form.

Fees Returned: ☐ Damage Deposit (\$300) Mailed Date: \_\_\_\_\_