

**FIRST CONGREGATIONAL
CHURCH OF PALO ALTO**
UNITED CHURCH OF CHRIST
1985 Louis Road
Palo Alto, CA 94303
(650) 856-6662 FAX (650) 856-6664
www.fccpa.org

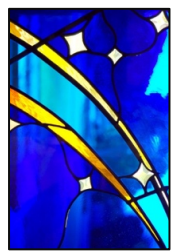
FCCPA Rental Packet

Harmony Hall & Courtyard

Contents:

- Rental Application
- Rental Agreement
- Rental Rules and Regulations
- Harmony Hall FAQ
- Harmony Hall Floor Plan
- Courtyard Floor Plan
- Kitchen Cleaning Checklist
- Kitchen Rules & Regulations





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RENTAL APPLICATION

Contact Information

Organization: _____

User (Responsible Individual): _____

Address: _____

Phone: _____ Email: _____

501(c) (3) Non-Profit: Yes No IRS Number (if applicable): _____

(Please include a copy of your IRS tax-exempt determination letter)

Event Information

Type of Event: Concert Performance Rehearsal

Reception Banquet Meeting

Wedding Ceremony Wedding Reception

Expected # Attendees: _____ Expected # Performers (if applicable): _____

Food/Beverage Served? No Yes If Yes, Explain: _____

Food Permit: _____

Alcohol Served? No Yes *(Liquor Liability Insurance Required)* Sold?
Required Insurance: \$1M General Liability Policy with Alcohol Coverage, Waiver of Subrogation, and the FCCPA as Additional Insured. Insurance can be readily obtained at the following web-based source: www.theeventhelper.com

Free Event? No *(you must be a 501(c)3 non-profit organization)* Yes

Open to Public? No Yes

Requesting Donations? No Yes

Caterer Information *(if applicable)*

Company: _____

Contact: _____ Phone: _____

Address: _____

Venue Request

<i>Wedding Ceremony or Wedding Reception Rentals</i>							
Event Date		Start Time		End Time		Pricing	
Wedding Package				Package Hours	Package Price	Total	
Sanctuary Wedding Ceremony				3	\$1,500		
Courtyard Mini Reception (<i>add-on for ceremony</i>)				1	\$400		
Harmony Hall Reception Dinner (<i>kitchen included</i>)				8	\$3,500		
Harmony Hall & Courtyard Wedding Ceremony and Dinner Reception (<i>kitchen included</i>)				8	\$5,000		
Custodial Fee (<i>required for receptions for more than 200 people</i>)					\$250		
<i>Note: \$400 non-refundable deposit reserves your date</i>					TOTAL USE FEE		

<i>Events, Meetings, and Recurring Rentals</i>							
Event Date(s)		Start Time		End Time		Pricing (Private or Business/Non-Profit)	
Room (check all requested)		Min. # Hours	Start Date	End Date	Start Time	End Time	Total
Sanctuary		4					\$300/\$150
Harmony Hall (<i>Social Hall</i>)		4					\$300/\$150
Coffee Bar							--
Terrace							--
Stage							--
Courtyard							
Kitchen		4					\$95/\$50
Fellowship Room		2					\$100/\$50
Embarcadero Library		2					\$75/\$35
Classrooms		2					\$50/\$25
Custodial Fee (<i>required for Harmony Hall</i>)					\$250		
<i>Note: \$400 non-refundable deposit reserves your date</i>					TOTAL USE FEE		

Equipment Request

- | | |
|--|--|
| <input type="checkbox"/> Baby Grand Piano | <input type="checkbox"/> Letourneau Pipe Organ |
| <input type="checkbox"/> Microphones (2 available) | <input type="checkbox"/> Pulpit Microphone (stationary) |
| <input type="checkbox"/> Music Stands (22 available) | <input type="checkbox"/> Orchestra Stage |
| <input type="checkbox"/> Theater Lighting | <input type="checkbox"/> Video Screen |
| <input type="checkbox"/> Easel (3 available) | <input type="checkbox"/> Stage Extension |
| <input type="checkbox"/> Black Orchestra Chairs (47 available) | <input type="checkbox"/> Choir Chairs (49 available) |
| <input type="checkbox"/> Banquet Chairs (250 available) | |
| <input type="checkbox"/> 60" Round Tables (23 available) | <input type="checkbox"/> 8' Rectangular Tables (6 available) |
| <input type="checkbox"/> 46" Round Tables (8 available) | <input type="checkbox"/> 6' Rectangular Tables (6 available) |

If you are renting the Sanctuary, Harmony Hall, Courtyard, or Fellowship Hall, you can submit a floor plan to supplement the above Equipment Request (floor plans available online at www.fccpa.org/event-floor-plans.html).



USER submitting application: _____
(print name)

Signature: _____ Date: _____

FCCPA Approval: _____
(print name)

Signature: _____ Date: _____



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RENTAL AGREEMENT

FCCPA: First Congregational Church of Palo Alto

Licensed Premises: Portion of the First Congregational Church of Palo Alto campus (the "Property") located at 1985 Louis Road, Palo Alto, CA 94303 known as the [Sanctuary / Harmony Hall / Kitchen / Fellowship Room] (the "Licensed Premises")

USER: _____

TIME OF USE: _____
Specify Date(s) and times as applicable

FEE: Use Fee: _____ (per attached office approved application/invoice)
 Security Deposit: _____

Payment Terms User shall pay (i) half of the Use Fee upon signing of this Agreement, such amount being non-refundable, and (ii) the remaining half of the Use Fee, and the Security Deposit in advance of the first day of use.

1. Fees. User shall pay FCCPA all Fees without counterclaim, setoff or demand. The Fees shall include charges for customary building services and customary custodial services associated with the use of the Licensed Premises, as reasonably determined by FCCPA.
2. Term. FCCPA may revoke this agreement for cause at any time upon written notice to User. User acknowledges that User has a revocable license to enter onto the Licensed Premises for temporary use and is not a tenant. User shall surrender the Licensed Premises to FCCPA on the earlier of (a) the last day and time of permitted use or (b) the date this agreement is terminated by FCCPA. User acknowledges that time is of the essence in surrendering and vacating the Licensed Premises. If User remains in the Licensed Premises after this Agreement expires or terminates, User shall be responsible for all damages and costs incurred by FCCPA as a result of such unauthorized occupancy.
3. Security Deposit. User shall deposit the Security Deposit with FCCPA, as security for performance of User's obligations under this Agreement. If User fails to pay Fees or otherwise defaults under this Agreement, FCCPA may apply or retain all or any portion of the Security Deposit as necessary to pay any amount due and/or to reimburse or compensate FCCPA for any liability, expense, loss or damage which FCCPA may suffer or incur. If FCCPA applies all or any portion of the Security Deposit, then within ten (10) business days after written request User shall deposit with FCCPA an amount sufficient to restore the Security Deposit to the full amount required by this Agreement. FCCPA shall not be required to keep the Security Deposit separate from its general accounts and no part of the Security Deposit shall be considered to be held in trust, to bear interest or to be prepayment of any monies to be paid by User under this Agreement.

4. Surrender of Licensed Premises; Repair of Damage. User shall surrender the Licensed Premises in good order and condition. User will be responsible for the costs to repair, replace, and/or clean damaged, destroyed or soiled property which occurred during User's use of the Licensed Premises. As soon as reasonably possible after User has surrendered the Licensed Premises, FCCPA shall inspect and repair, replace and/or clean any damaged, destroyed, or soiled property, which costs will be paid from the Security Deposit. Any unused portion of the Security Deposit will be refunded to the User. If the Security Deposit is not adequate to pay for such repairs, replacements, or cleaning, User shall immediately pay the balance of such costs to FCCPA. Any furniture or equipment remaining in the Licensed Premises after the expiration or earlier termination of this Agreement shall be deemed abandoned and shall become the property of FCCPA without payment.
5. Terms of Use. The Licensed Premises may not be used in any manner that is contrary to the mission of FCCPA. User agrees to use and occupy the Licensed Premises in accordance with all applicable municipal, state, and federal laws and FCCPA's Rules and Regulations, a copy of which is attached hereto and incorporated herein.
6. Condition of Licensed Premises. User accepts the Licensed Premises in its current "AS IS" condition and FCCPA has no obligation to make any improvements therein. User shall make no alterations or improvements to the Licensed Premises.
7. Access. FCCPA and its agents reserve the right to enter and examine and show the Licensed Premises, and to perform work in the Licensed Premises if necessary during business hours upon prior notice to User, except in the event of an emergency then at any time and without notice.
8. Waver of Claims; Indemnity. FCCPA shall not be liable or responsible in any way for, and User waives all claims against FCCPA (or any affiliate of FCCPA) and assumes all risk arising out of the loss or damage to any property belonging to User or its employees, agents, invitees, or any other person, or for any death or injury suffered or sustained by User or any employees, invitees or agents of User or any other person, from any cause whatsoever occurring on the Licensed Premises or Property. User shall indemnify, defend and hold harmless FCCPA (or any affiliate of FCCPA) from and against any and all claims, liabilities, losses, damages, costs and expenses (including, but not limited to, reasonable attorneys' fees), caused by or arising out of the activities of User, its agents, employees or invitees on the Licensed Premises or Property or User's breach of this Agreement. The obligations hereunder expressly survive the termination of this Agreement for any reason.
9. User's Insurance. As a condition to entry onto the Licensed Premises, User shall maintain general liability insurance coverage under which User is named as the Insured and FCCPA and its designated affiliates are named as additional insureds, insuring against all claims, demands, or actions for injury, death and property damage in the minimum amount of \$1,000,000 per occurrence and in the aggregate. Prior to activity on the church premises, User shall provide FCCPA with a Certificate of Insurance evidencing such insurance. Any insurance carried by either party with respect to the Licensed Premises or property or occurrences at the Licensed Premises shall include a clause or endorsement denying to the insurer rights of subrogation against the other party to the extent rights have been waived by the Insured hereunder prior to occurrence of injury or loss. Each party hereby waives any rights of recovery against the other for injury or loss due to hazards covered by such insurance to the extent of the indemnification received thereunder. Prior to activity on the church premises, User shall provide FCCPA with a Certificate of Insurance evidencing such insurance.

10. No Assignment. This agreement is personal to User and User shall not assign, sublicense, or transfer any of its rights under this Agreement or permit any other party to use or occupy the Licensed Premises, without the prior written consent of FCCPA. FCCPA may transfer its rights and obligations under this Agreement to a successor owner of the Property.
11. FCCPA's Interest in the Property. User agrees to look only to FCCPAs' interest in the Property for satisfaction of any claim against FCCPA, or its successors, and not to any other property or assets of FCCPA, or its successors. No direct or indirect owner of FCCPA, nor any agent, employee, representative, manager or advisor of FCCPA, shall have any liability under this Agreement. In no event shall FCCPA, or its successors, be liable for any consequential damages.
12. Governing Laws; Prevailing Party. This Agreement shall be construed, interpreted and governed by the laws of the State of California. In the event any legal action is commenced in connection with this Agreement or the Licensed Premises, whether in contract or in tort, the prevailing party (as determined by the referee or court) shall be entitled to recover from the losing party all reasonable costs and expenses incurred, including but not limited to reasonable attorneys' fees, in addition to all other relief and remedies to which the prevailing party may be entitled.
13. Entire Agreement. This agreement in conjunction with User's approved "Rental Application" dated _____ (date) contains the entire agreement between the parties relating to the temporary use of the Licensed Premises by User and all prior agreements related to such use which are not contained in this agreement are terminated.



I on behalf of the organization or myself have read and understand the facility rental agreement. I agree to inform persons participating in this proposed activity of the terms and conditions of the permit, if granted, and agree to comply with the condition set forth in the rental agreement.

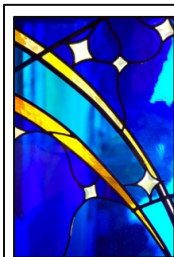
I have also read and agree to the attached FCCPA Rules and Regulations as part of this agreement.

FCCPA:	First Congregational Church of Palo Alto	USER:	_____
BY:	_____	BY:	_____
NAME:	_____	NAME:	_____
TITLE:	_____	TITLE:	_____
SIGNATURE:	_____	SIGNATURE:	_____
DATE:	_____	DATE:	_____



FCCPA RENTAL RULES & REGULATIONS

1. The Palo Alto Fire and/or Municipal Code states:
 - a. All exit doors must be unlocked and unobstructed during events.
 - b. Smoking is not allowed on Church property (parking lots included).
 - c. Harmony Hall (Social Hall) Capacity: Assembly (598) Dining (286).
2. Food and Drink
 - a. The only alcoholic beverages permitted are champagne, beer, and wine.
 - b. Ice chests, tubs of ice, and beer kegs may not be allowed to drip or condense on floors.
 - c. Food and drinks are not permitted on or around the piano.
 - d. Only water in covered containers is permitted in the Sanctuary.
3. Decorations
 - a. No scotch tape or duct tape may be used on walls, floors, glass, or woodwork. Use Masking or Gaffers tape only.
 - b. No nails, tacks, screws, hooks, etc. should be installed on any part of the building. Wall panels are special acoustic tiles and may not be used in decorations. Contact the facilities coordinator for assistance in any special decoration needs.
 - c. No decorations or any objects to be placed on the piano (other than the cover).
4. Noise Levels must comply with the City of Palo Alto Noise Ordinance PAMC Chapter 9.10 (www.cityofpaloalto.org/civicax/filebank/documents/2312).
5. All refuse must be properly sorted and placed in the designated dumpster; recycling, compost, and trash (landfill).
 - a. Boxes must be broken down and flattened before disposal.
 - b. Cans and glass/plastic bottles must be put in the recycling bins.
 - c. Food products must be placed into the composting bins.
6. Any cleaning beyond the standard necessary after an event will be charged to the Renter's Security Deposit.
7. All chairs and tables must be returned to their original setup configuration.
8. All rented items brought in from other vendors must be removed from the premises immediately after the event.
9. Upon departure please:
 - a. Be sure all stove and oven burners are turned off.
 - b. Leave lights on (they turn off automatically).
 - c. Lock all windows and exit doors.
10. After locking up, please leave keys in the kitchen on the serving counter unless otherwise directed by the Facilities Coordinator. There is a \$50 fee for replacing lost keys.



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Harmony Hall & Courtyard

Frequently Asked Questions

What is the availability of Harmony Hall & Courtyard? Year-round Monday through Saturday, 9am – 10pm; Sunday 2pm – 10pm. Please contact the office for specific date inquiries.

How many people can the location accommodate? Maximum seating for Harmony Hall is 250 people, and maximum seating for the Courtyard is 100 people.

Is the site ADA accessible? Yes, the campus has certified ADA access for parking, building access, walkways, and bathrooms.

Are there adequate restroom facilities? Yes, there are 4 restrooms in the Harmony Hall area, which are all ADA compliant.

What is the parking situation for guests? There are two parking lots with accessible parking spots and charging stations (Embarcadero Road parking lot only). Additional parking can be found on nearby residential streets.

Are there regulations regarding smoking? Smoking is not permitted anywhere on Church property; this includes parking lots, sidewalks, and walkways.

Are pets allowed? Pets are not allowed. However, service dogs are the exception.

Are there restrictions on what kind of music can be played or a time by which the music must end? Can the venue accommodate a DJ or live band? No restrictions on type of music. The hours music can be played is between 8am and 10pm. The Hall can accommodate a DJ or live band, but there is no designated area so the maximum seating will be less.

Does the Harmony Hall have climate control? Harmony Hall has heating but does not have air conditioning.

Do you provide tables, chairs, linens? Tables and chairs are provided. The caterer can use the coffee maker. Linens, flatware, and glassware are not provided.

Is there an outdoor space where my guests can mingle? Is it heated or protected? Is there a weather contingency plan? The Courtyard is available for mingling and has benches placed around the trees. This space is not heated or protected from weather. There is no weather contingency plan for the Courtyard.

Is there a coat check service? No

Do you provide onsite security? No

What type of staffing do you provide? A facilities representative is required for full facility use.

When are you allowed to setup? Once your rental time begins. Facilities open at 8am.

What are the general guidelines for decorating? Gaffer's tape and existing fasteners may be used for decorations. No other adhesives, nails, tacks, staples, or pins may be used.

What can be tossed in the air for the bride and groom's entrance or departure? Outdoors bubbles and real flower petals can be used in the Courtyard. To reduce slipping hazards within Harmony Hall, birdseed, rice, real flower petals, and confetti are not to be used.

Is there a staging area or place for the bridal party to store personal belongings and congregate before the reception starts? Yes, there is a staging room that is adjacent to Harmony Hall with doors that can be locked.

Do you allow outside vendors such as caterers, cake vendors, photographers, etc.? We welcome outside vendors. We can provide a list of vendors that are familiar with our facility. There is no cake cutting fee.

Are kitchen facilities available for caterers? The kitchen is available as an add-on for hourly rentals, or it is included in the wedding package.

Can I bring my own wine, beer or champagne and is there a corkage fee? Receptions are permitted to serve beer, wine, and champagne, but no hard alcohol is allowed. There is no corkage. No alcohol is to be served before the ceremony.

Are you licensed to provide alcohol services? No

Does the site have liability insurance? We do not have site liability insurance. You are required to provide it before the event (see rental agreement for details).

Do you have signage or other aids to direct guests to my event? No

Do you have a recycling policy? Yes, we have composting, recycling, and landfill bins on site for waste disposal. Each bin is color coded and labeled (green is composting, blue is recycling, black is landfill). Our preference is for compostable, recyclable, and re-useable products to be used.

Who is responsible for putting away tables and chairs and emptying waste? You are responsible for removing decorations and personal belongings. Any waste products should be sorted into the appropriate disposal bin (see recycling policy). There is an additional flat fee for janitorial service.

What is your payment and cancellation policy? A non-refundable deposit of \$400 is required to reserve the date. The balance of the fee is due two weeks prior to the event and is non-refundable.

Harmony Hall Floor Plan

Contact:

Event Date:

Start Time:

Equipment Available

23 Round 60" Table (seats 8 – 10 people)

8 Round 46" Table (seats 6 – 8 people)

6 Rectangular 8' Table

6 Rectangular 6' Table

250 Banquet Chairs

2 High Chairs

Baby Grand Piano

AV System

Coffee Machine

Stage, Stage Extension

Equipment Requested (# or ✓)

___ Round 60" Table (seats 8 – 10 people)

___ Round 46" Table (seats 6 – 8 people)

___ Rectangular 8' Table

___ Rectangular 6' Table

___ Banquet Chairs

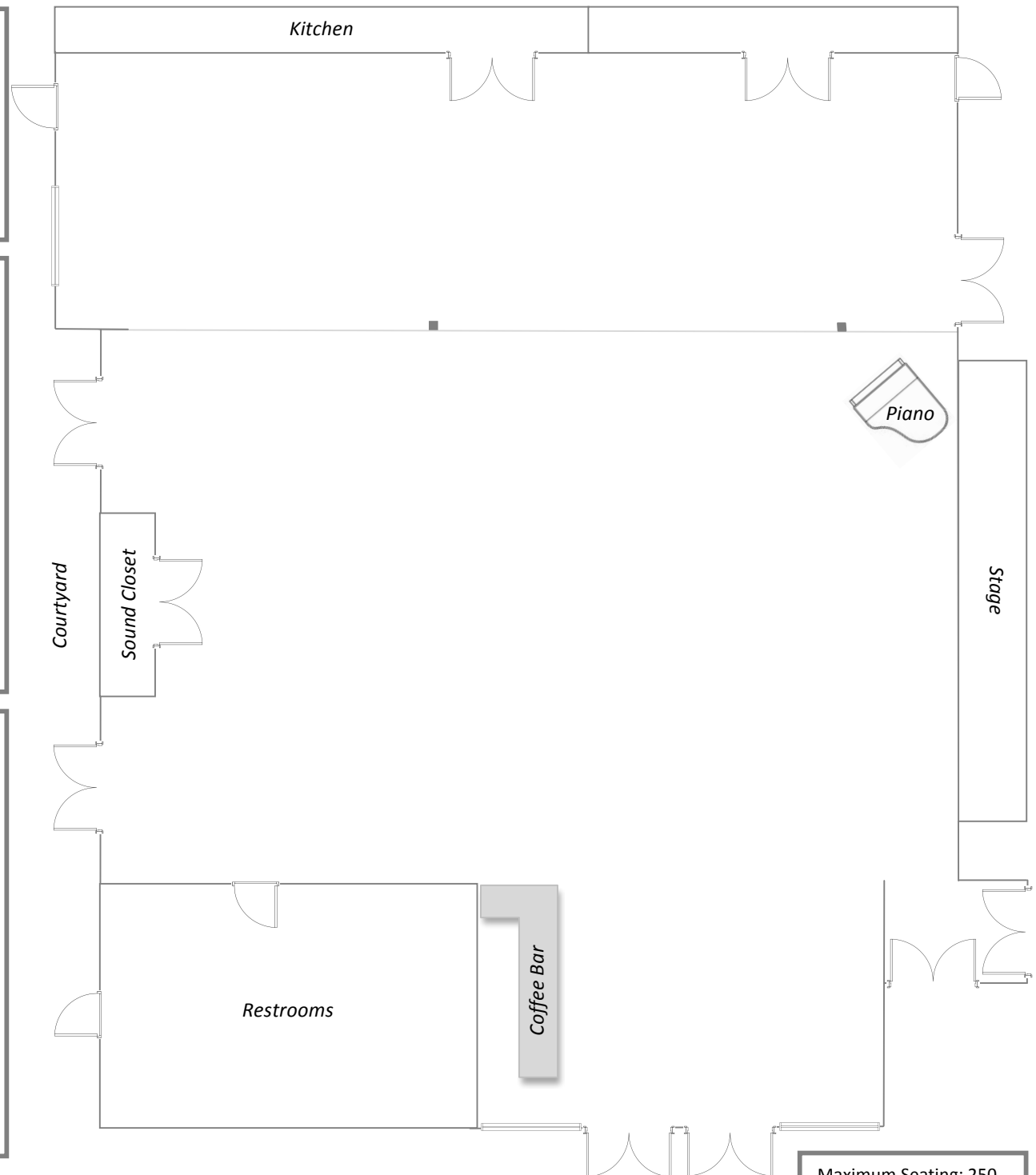
___ High Chairs

___ Baby Grand Piano

___ AV System

___ Coffee Machine

___ Stage, ___ Stage Extension



Not to scale

Maximum Seating: 250
Maximum Standing: 350

Harmony Hall Floor Plan

Contact:

Event Date:

Start Time:

Equipment Available

23 Round 60" Table (seats 8 – 10 people)

8 Round 46" Table (seats 6 – 8 people)

6 Rectangular 8' Table

6 Rectangular 6' Table

250 Banquet Chair

Baby Grand Piano

AV System

Coffee Machine

Stage

Equipment Requested (# or ✓)

___ Round 60" Table (seats 8 – 10 people)

___ Round 46" Table (seats 6 – 8 people)

___ Rectangular 8' Table

___ Rectangular 6' Table

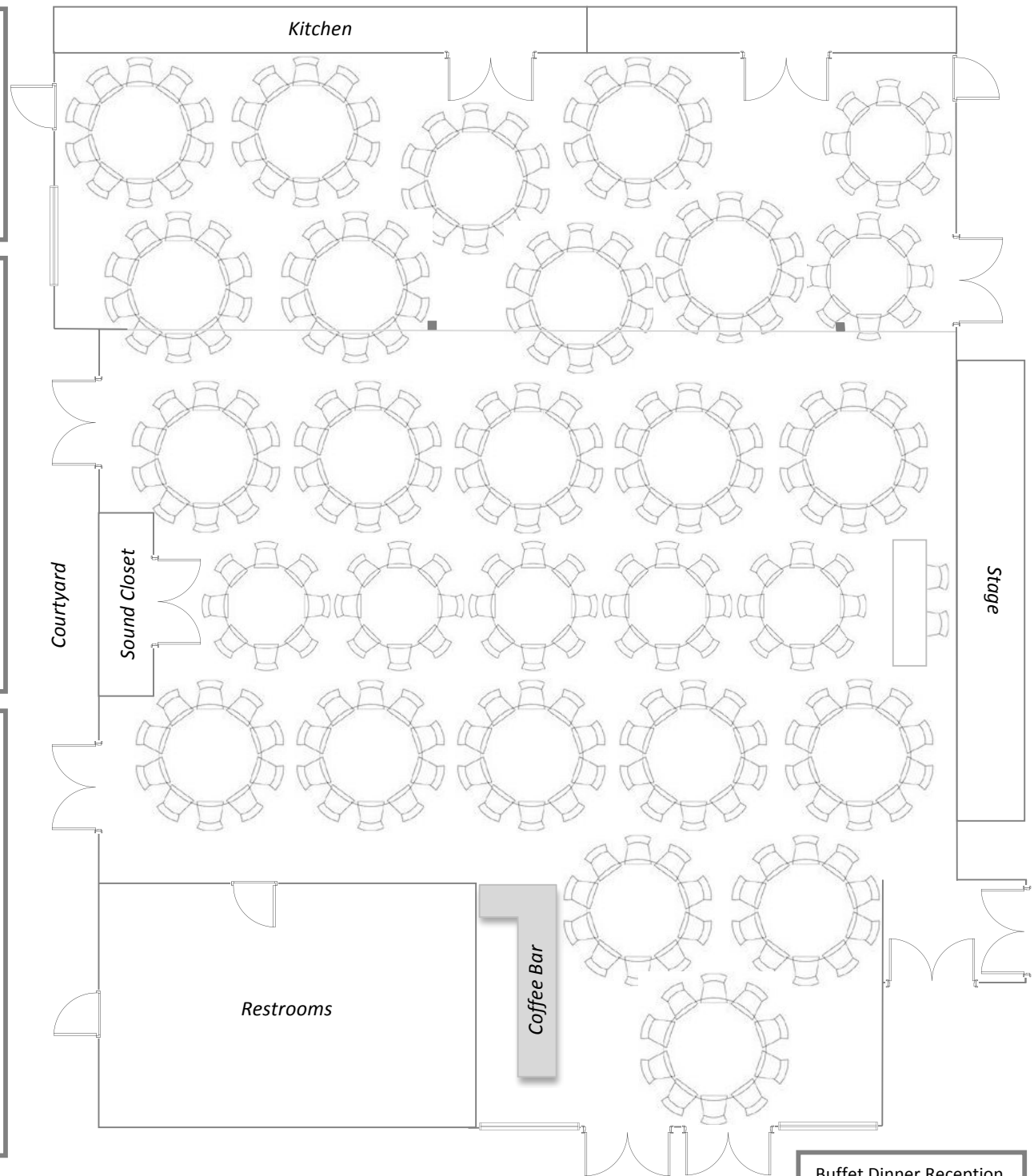
___ Banquet Chair

___ Baby Grand Piano

___ AV System

___ Coffee Machine

___ Stage



Not to scale

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Buffet Dinner Reception
Seating: 250

Courtyard Floor Plan

Contact:

Event Date:

Start Time:

Equipment Available

23 Round 60" Table (seats 8 – 10 people)

8 Round 46" Table (seats 6 – 8 people)

6 Rectangular 8' Table

6 Rectangular 6' Table

250 Banquet Chair

Equipment Requested (#)

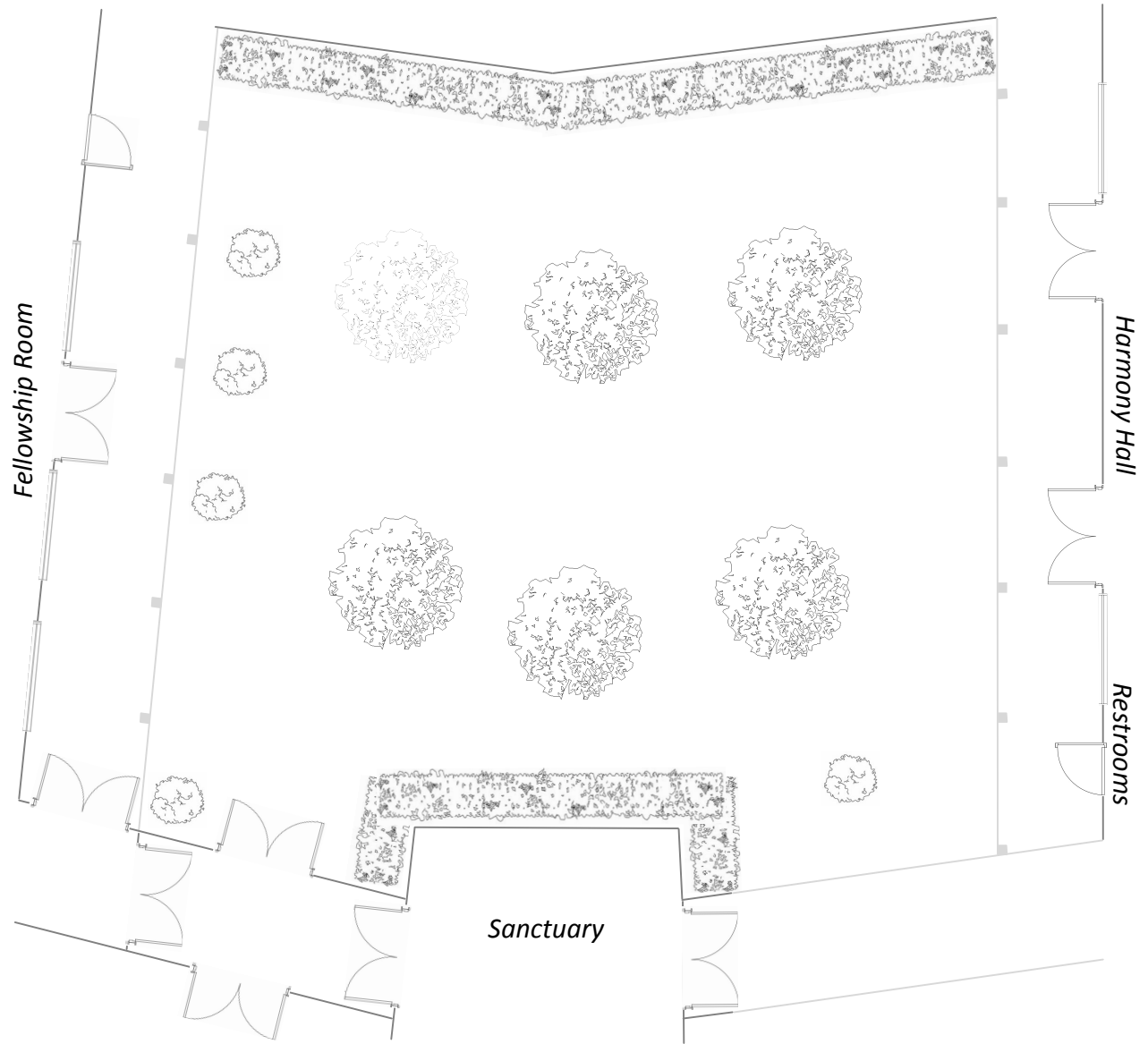
___ Round 60" Table (seats 8 – 10 people)

___ Round 46" Table (seats 6 – 8 people)

___ Rectangular 8' Table

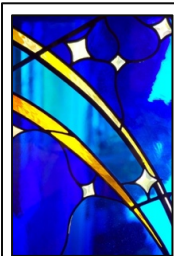
___ Rectangular 6' Table

___ Banquet Chair



Not to scale

Maximum Seating: 100
Maximum Standing: 200



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FCCPA Kitchen Cleaning Checklist

Where to Find Cleaning Supplies:

- Under Prep Sink – Dish Detergent, Bleach Concentrate, Glass Cleaner, Bleach Solution and Simple Green Solution in spray bottles
- Wire Bin under Hand Wash Sink – Cleaning Cloths
- Cabinet next to Refrigerator – Color-coded Bin Liners
- Hallway, next to Washer & Dryer – Broom and Dustpan
- Mop Sink Cabinet – Mops, mop heads, Simple Green in gallon bottles

Questions: Call Kitchen Supervisor, Deb Kullman (650) 269-3178

Or alternate, Cammy Sunde (650) 646-1060

1. Wash all FCCPA equipment used, either in dishwasher or Triple Sink (pots, pans, cutting boards, dishes and utensils):
 - Dishwasher detergent, rinse and sanitizer load automatically
 - To wash in Triple Sink, begin from right to left – use supplied dish detergent in right sink; clean rinse water in middle sink; sanitizing solution of 1 Tbsp. bleach to 1 gallon hot water in left sink
2. Air dry and return FCCPA equipment to proper locations
3. Clean all counters, sinks and cabinets:
 - Wipe down all stainless steel surfaces with cloth and glass cleaner
 - Wash butcher block counters with bleach solution; rinse with clear water
 - Wipe cabinets with cloth and Simple Green solution
4. Remove all your items from Refrigerator and Freezer and wipe out
5. Drain and turn off dishwasher, clean both food traps, leave door ajar
6. Turn off Range and Convection Oven and clean as necessary, including pull out trays below range knobs.
7. Empty trash, recycling and compost bins into appropriate containers in Trash Enclosure; reline each bin with its color-coded bag
8. Clean floors by first sweeping, then mopping with Simple Green solution of ½ cup Simple Green to 1 gallon water

DO NOT TURN OFF LIGHTS – they are on a timer
When ready to leave, be sure all doors are locked
LEAVE KEYS ON KITCHEN COUNTER UNDER MICROWAVE



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FCCPA Kitchen Rules & Regulations

1. Kitchen Users and their caterers must be trained by the FCCPA Kitchen Supervisor prior to the scheduled event. Training includes instructions on use of the kitchen appliances, proper cleaning methods, use of cleaning agents, and location of cleaning supplies.
2. Kitchen Supervisor will give the User or User's caterer a key after the training is complete.
3. Food and drink storage is allowed in the kitchen refrigerator on the day of the event.
4. Cleaning Checklist used to verify kitchen condition after the event:
 - a) All FCCPA equipment that has been used (pots, pans, cutting boards, dishes, utensils, etc.) to be washed, air dried and put away
 - b) Counters, sinks and cabinets wiped down with appropriate cleaning supplies
 - c) Refrigerator and Freezer emptied and wiped down as needed
 - d) Dishwasher drained, cleaned and turned off
 - e) Range and Convection Oven turned off and cleaned as needed
 - f) Trash, recycling, and compost bins emptied in Trash Enclosure and bins relined with color-coded bags
 - g) Floors swept and mopped
 - h) Doors locked and key placed on counter under microwave
5. User's Security Deposit will be refunded to User once the Kitchen Supervisor verifies the proper cleaning and condition of the Kitchen. Failure to meet the conditions listed in Cleaning Checklist will incur a cleaning fee charge against the Security Deposit in the amount determined by FCCPA and Kitchen Supervisor.
6. Contact the Kitchen Supervisor at your convenience to arrange for training. Bring this form with you to the training.

I have read the above Kitchen Rules and Regulations and agree to comply:

USER NAME _____

USER SIGNATURE _____ DATE _____

=====

KITCHEN SUPERVISOR Deb Kullman PHONE 650-269-3178 EMAIL debzhome@gmail.com

KITCHEN TRAINER SIGNATURE _____ DATE TRAINING COMPLETED _____

USER WHO RECEIVED TRAINING (PRINT NAME) _____