



## **Facility Usage Application and Policy Guidelines**

**PLEASE READ COMPLETELY AND COMPLETE THE ATTACHED AGREEMENT**

1. All persons/functions desiring use of The Union Baptist Church of Swissvale facilities are required to complete and submitted the appropriate request forms.
2. Appropriate usage request forms shall include:
  - a) **Facilities Usage Request Application**
  - b) **Client must obtain and provide Proof of General Liability Insurance Coverage (minimum coverage \$1,000,000)<sup>1</sup>**
  - c) **Kitchen usage requires a Certificate for Food Safety issued through the PA Department of Health.**
3. Requests for facility usage must be submitted at least thirty-(30) business days prior to the date of the scheduled activity. **ALL** usage fees, deposits, proof of insurance, and certificates (if applicable), are due two (2) weeks prior to scheduled activity. If the above requirements are not met Union Baptist Church of Swissvale **cannot hold your reservation**. **NOTE:** Usage Fee and deposit are **NON-REFUNDABLE** if the applicant cancels scheduled activity within two (2) weeks of the scheduled activity.

**CREDIT/DEBIT CARDS WILL NOT BE ACCEPTED.** Acceptable methods of payment include: Cash, Personal Check, **Money Order** or **Cashiers Check** made payable to: **Union Baptist Church of Swissvale.**

4. The Union Baptist Church of Swissvale reserves the right to refuse use of facilities for any event, activity, and said decision will be **final**.
5. Possession or a use of narcotics, alcohol or any smoking, or any illegal drugs is forbidden on The Union Baptist Church of Swissvale property. Union Baptist Church of Swissvale is a **totally** smoke and drug free environment.
6. Applicant will be responsible for all damages to facility, facility equipment and for any personal injury resulting from this use. **All areas used should be left in a neat and/or its original condition. All furniture and equipment used should be returned to its proper place in the facility.**
7. Food and/or beverage are prohibited in the Sanctuary.

---

<sup>1</sup> Groups or individuals without insurance are required to sign a waiver stating that the group and individuals will not hold Union Baptist Church of Swissvale responsible for any injuries or other losses they might incur while on our property.

A damage/clean-up deposit of \$50.00 is required for ALL facility usage. This deposit is not included in the Room Rental Fee, however, is refundable provided all the above conditions are met.

- 8. Staff or designated church member must be present during **all** scheduled events.
- 9. Separate additional charges may apply if Security is deemed necessary by Union Baptist Church of Swissvale.
- 10. Audio/Visual equipment and support is based upon availability and may require an additional fee.

**ALL OF THE ABOVE WILL BE STRICKLY ENFORCED. FAILURE TO DO SO WILL FORFEIT FUTURE FACILITY USAGE OF THE UNION BAPTIST CHURCH OF SWISSVALE.**

## FACILITY USAGE FEE SCHEDULE

### NON-MEMBERS/ORGANIZATIONS

<i>ROOM PREFERENCE</i>	<i>RENTAL FEE (per room)</i>
Sanctuary	\$100.00
Fellowship Hall	\$100.00
*Kitchen (see Requirements)	\$75.00

**\*Anyone utilizing the use of the kitchen must have and possess a Certificate for Food Safety issued through the Pennsylvania Department of Health**

### UBC MEMBERS

<i>ROOM PREFERENCE</i>	<i>RENTAL FEE (per room)</i>
Sanctuary	\$75.00
Fellowship Hall	\$ 75.00
*Kitchen (see Requirements)	\$50.00

**\*Anyone utilizing the use of the kitchen must have and possess a Certificate for Food Safety issued through the Pennsylvania Department of Health**

**SPACE RENTAL AGREEMENT**

**AT UNION BAPTIST CHURCH OF SWISSVALE**

\_\_\_\_\_ has reserved \_\_\_\_\_ on  
Client Room(s)  
\_\_\_\_\_ at \_\_\_\_\_ for \_\_\_\_\_  
Date(s) Time - from/until Event

The maximum number of people attending will be \_\_\_\_\_.

**CONDITIONS & TERMS:** Union Baptist Church of Swissvale agrees to deliver the facility for the event as outlined above. If for any reason, beyond its control, Union Baptist Church of Swissvale is unable to perform its obligation(s) under this agreement, Union Baptist Church of Swissvale may terminate this contract without further liability upon return of the client’s payments.

I, \_\_\_\_\_, representative of \_\_\_\_\_,  
Name Organization (if applicable)

understand and agree to the following:

- 1. Guests will comply with any and all Federal, State and City laws including but not limited to Fire Safety regulations.
- 2. Guests will confine themselves to the described rented area and adjoining restrooms. Guests will not interfere in any way with the events of other clients/members of Union Baptist Church of Swissvale.

**SMOKING POLICY:** Guests must comply with Union Baptist Church of Swissvale’s non-smoking policy in all areas of the building.

**LIQUOR:** Pursuant to Pennsylvania State Liquor Control Board, law and regulations, the use of or sale of alcoholic beverages at functions held at Union Baptist Church of Swissvale is **strictly prohibited**. Clients and their guests are responsible for prohibiting drinking.

**INSURANCE:** Client is required to purchase and maintain insurance as follows:

- 1. For personal events and/or those who do not normally maintain General Liability insurance, Special Event Liability Insurance in the minimum amount of \$1,000,000 per occurrence for **any/all** events.
- 2. The above insurance shall be underwritten by an insurance carrier having a minimum A.M. Best Rating of “A”. Such insurance shall name Union Baptist Church of Swissvale, as an Additional Insured as respects this agreement. A Certificate of Insurance to evidence the above coverage shall be submitted a minimum of ten days prior to the event under this agreement.
- 3. Small groups or individuals without insurance are required to sign a waiver stating that

the group and individuals will not hold Union Baptist Church of Swissvale responsible for any injuries or other losses they might incur while on our property.

**RELEASE & INDEMNIFICATION:** Client agrees to protect, indemnify, release and hold harmless Union Baptist Church of Swissvale and its employees, directors and officers thereof, against any and all liability, damages, and costs imposed or claimed, (including attorneys fees and other legal expenses), arising directly or indirectly from this agreement, including all claims relating to the injury or death of any person; or damage to any property except, and to the extent caused by, Union Baptist Church of Swissvale.

**EXTRA SECURITY:** For events attended by more than two hundred (200) persons, additional security personnel may be required and provided by Union Baptist Church of Swissvale at an additional cost to the Client.

**CATERING:** Clients may enter into contracts with any caterer of their choice. Such caterers, however, must communicate with Union Baptist Church of Swissvale concerning rules for use of and access to the facility, and be subject to cleanup and insurance requirements.

**HOURS:** No events shall be scheduled beyond 10:00 p.m. without special approval. For events exceeding 5 hours, the rate will be increased by an additional \$25.00 per hour.

**PROMOTIONAL MATERIALS:** Rental of Union Baptist Church of Swissvale's facilities in no way represents an endorsement by Union Baptist Church of Swissvale of the views of groups renting its facilities. Therefore, Union Baptist Church of Swissvale's name may not be used in printed materials, signage, brochures, business cards, stationery, etc., which in any way could be interpreted as implying that Union Baptist Church of Swissvale does support such views, or that Union Baptist Church of Swissvale is in fact the sponsor of the group or the event. Union Baptist Church of Swissvale reserves the right to examine and/or approve any printed/promotional materials to ascertain that this standard is being met. All material must clearly indicate the name and phone number of the sponsoring organization and state that Union Baptist Church of Swissvale is simply the location of the event.

**RESTRICTIONS:** No solicitation (of Union Baptist Church of Swissvale's other clients/members or the general public) is permitted inside or on the exterior premises of Union Baptist Church of Swissvale. This applies to any verbal or written encouragement to attend events or join the group. No gambling of any type is permitted on the premises of Union Baptist Church of Swissvale.

Union Baptist Church of Swissvale reserves the right to refuse service to any individual or groups who previously have caused any type of disturbance on the premises.

**FINANCIAL ARRANGEMENTS:** All fees must be paid in full prior to the contracted event per the following payment schedule:

- A 50% deposit is due with the signed contract within two (2) weeks of the initial reservation.
- The remaining balance and **proof of insurance** and **Certificate if applicable** is due two (2) weeks prior to the scheduled event.

Failure to comply may result in cancellation of the reservation by Union Baptist Church of Swissvale and forfeiture of any payments.

Any changes in the original event specifications must be communicated to Union Baptist Church of Swissvale **by 12:00 Noon on the day before** the event is scheduled. If the event is scheduled for Saturday, Sunday or Monday, such notice must be given by 12:00 Noon on the Friday proceeding the scheduled date. Clients will be informed of any additional charges for such changes at the time they are requested. Payment for such changes is due at that time.

**CANCELLATION POLICY: No refunds** of any payments will be made for cancellations within two weeks of the scheduled activity. The deposit/payments will be refunded only if and when Union Baptist Church of Swissvale is able to book the same room after receiving notice of the cancellation. After signing the contract, any change of date(s) requested by the client will be considered a cancellation of contracted date(s) and therefore, the cancellation policy may be enacted.

**Personal Belongings**

Union Baptist Church of Swissvale is not responsible for **any** personal belongings. Unsecured or left belongings will be considered abandoned property and turned in to lost and found for a period of one (1) week from event date.

**I have read and/or this agreement has been explained and agrees to abide by its terms.**

\_\_\_\_\_  
Signature of Client \_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Client (print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_

\_\_\_\_\_  
(Signature) Program Director \_\_\_\_\_  
Date

Cc: Client  
File

For Union Baptist Church of Swissvale use only	
APPROVED <input type="checkbox"/>	REJECTED <input type="checkbox"/>