



## FACILITY 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, \_\_\_\_\_, understand and agree to the following:  
*Name*

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.**

**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 \$75 deposit is due with the signed contract within thirty (30) days of the initial reservation.
- The remaining balance and **proof of insurance** and **Certificate if applicable** is due thirty (30) days 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.

**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) Church Officer

\_\_\_\_\_  
Date

Cc: Client  
File

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