



# Church of the Apostles, United Church of Christ

Sharing Christ's Love with All People

1850 Marietta Ave., Lancaster, PA 17603

(717)392-5718 + office@apostlesucc.org + www.apostlesucc.org



## Facility Use Request Form - Organizations

### Contact Information

Name of Organization: \_\_\_\_\_

Is the Organization a Non-profit: Yes / No

EIN #: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Organizational Role: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

### Event Information

Event Title: \_\_\_\_\_ # of Attendees Expected: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Will Minors Be Present: Yes / No

If Yes, Does the Organization have a Child Safety Policy that complies with PA law: Yes / No

Does the policy include:  Background Checks  Training  2 Adult Interaction Standards

Single Occurrence Event

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set Up Start Time: \_\_\_\_\_ Teardown Completion Time: \_\_\_\_\_

Recurring Event *(use separate sheet as needed)*

First Event Date: \_\_\_\_\_ Last Event Date: \_\_\_\_\_

Recurrence Pattern: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set Up Start Time: \_\_\_\_\_ Teardown Completion Time: \_\_\_\_\_

Facilities Requested (check all that apply):

Fellowship Hall  Kitchen  Pavilion  Park Restrooms  Youth Center

Sanctuary  Room(s): \_\_\_\_\_  Other: \_\_\_\_\_

Use of Audio Visual Equipment in the Sanctuary Requires a Trained Church Operator

Is the Audio Visual System Requested: Yes / No

If Yes, Operator Needed Starting at: \_\_\_\_\_ pm / am Ending at: \_\_\_\_\_ pm / am

Equipment Needs (beyond normal room setup):

- Portable Sound System     Projector     Portable Screen     TV (list preference: \_\_\_\_\_)
- DVD Player     Easel     Wifi Access     Tables #\_\_\_\_\_     Chairs #\_\_\_\_\_
- Sanctuary Organ     Sanctuary Piano     Upright Piano (for fellowship hall)

Facility/Room Setup Request (draw setup request here or attach additional sheet):

Description of any decorations or signage planned for the event: \_\_\_\_\_

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Insurance/Liability (Listing Church of the Apostles as additionally insured is generally required for use)

- Copy of additionally insured documentation included (see "Agreement" for details)
- Other arrangements have been secured through the church office

Kitchen Specific Requests (Presence of Servsafe Certification holder is generally required for use)

- Copy of ServSafe Certification included
- Certification holder will be present for the duration of kitchen use
- Other arrangements have been secured through the church office

## **Rules for Church of the Apostles Facility Use**

1. Church of the Apostles and its campus are tobacco free facilities.
2. Alcoholic beverages are not permitted on Church of the Apostles' property.
3. No weapons of any kind are allowed on church property. These include but are not limited to guns, knives, sling shots, bow and arrows, and air rifles. Any exceptions for specific programming needs requires prior approval.
4. No parking on the grass unless prior permission is granted for additional parking.
5. Church of the Apostles is not responsible for lost, stolen, or damaged personal property that is left on the premises. Items found will be held in the "lost and found" for a time of two months before being donated or disposed.
6. Any costs to repair any damage to church facilities due to neglect or abuse shall be billed to the responsible party signing the facility use form.
7. Groups and organizations are expected to conduct themselves in an orderly and responsible manner or future requests will not be approved. In some cases, you may be asked to leave the property with no refund provided.
8. Decorations and signs must be approved prior to the event.
9. Church of the Apostles values the safety and security of all children and takes their care very seriously. We comply with the Pennsylvania HB 435 which states the current child abuse prevention laws and we expect anyone using our property to comply also. In some cases, proof of background checks may be required.
10. If more than routine custodial work is required to clean the facility after an event, an additional cleanup fee will be charged.
11. The church has multiple audio-visual and sound systems. Depending on the requirements of the equipment needed, some may be used at no charge and the more sophisticated equipment will carry an additional fee and also need an authorized operator.
12. First aid equipment is available for use. Whenever used, please inform the Property Manager (717-371-3359) to allow replenishing of supplies and recording of the event. First Aid kits are located in the kitchen, narthex by office, and youth center. AED units are located in the gym and narthex by the office.

## **Rules for Church of the Apostles Kitchen Use**

1. Serv-Safe Certification required, except for small family gatherings to be consistent with Pg. 10.
2. Do not participate in kitchen activities if you are not feeling well (i.e. fever cough, nausea, vomiting, diarrhea, etc).
3. Non-church groups must supply their own paper goods, plastic wear, tablecloths, dishtowels, and aprons.
4. Cleaning supplies, gloves, and hairnets located in the kitchen may be used by all.
5. If there is a concern about cleanliness or equipment, please immediately contact the Property Manager at (717) 371-3359.
6. Store personal items in the cloakroom located behind the refrigerators. Do not place purse or other non-food items on the countertops.
7. Turn on the hot water heater located by the dishwasher.
8. Put on hair/ beard protection and wear gloves when handling food. Hair protection is located on top of the microwave by the hand washing sink. Gloves are located near the microwave.
9. Wash hands and change gloves whenever the following happens:
  - a. Changing tasks
  - b. Handling raw meat/poultry
  - c. Gloves become torn or dirty
10. Only wash hands at the designated hand washing sink.
11. Before prepping any food, wipe all counters and appliances handles with Clorox. Change gloves after the cleaning is completed.
12. Use RED cutting boards for meat. Use GREEN/WHITE cutting boards for fruits and vegetables. Use YELLOW cutting boards for poultry.
13. If wearing an apron, remove when leaving prep area or going to the restroom. Do not wipe hands on aprons.
14. Dirty towels, washcloths, and aprons should be placed in the kitchen laundry basket underneath the two part sink after use.
15. Wash dishes in hot soapy water to which you add one capful of bleach.
16. Before leaving the kitchen:
  - a. All coffee pots must be unplugged and washed.
  - b. All sink drains must be cleared of any debris.
  - c. Wipe all counters and appliance handles with Clorox spray or wipes.
  - d. All stove parts, including blowers and fans must be turned off.
  - e. Turn off the hot water heater.
  - f. Remove laundry in basket underneath two part sink (church groups are responsible for laundering and returning church items within a week after an event.)
  - g. All lights should be turned off.
17. First aid equipment is available in the kitchen.
18. The kitchen is equipped with a hood fire suppression system with a manual pull at the door, handheld fire extinguisher, and sprinkler system.

## **Registration Information**

1. All forms and payment are due a minimum of two weeks prior to the start of an event for smaller events. Larger events require a minimum of four weeks prior to the start of the event. Internal processing takes a minimum of 5-10 business days. All events are processed in the order in which they are received.
2. Event space is only reserved once all forms, full payment, and security deposits (if applicable) have been received. Incomplete forms or incorrect payment amounts will result in delays in processing and securing of space.
3. Any additional expenses incurred outside of those included in initial payment and paperwork (ex. extra tables or equipment) will be billed as a final invoice upon completion of the event. Additional expenses may be deducted from security deposit when applicable.
4. Security deposits will be returned within two weeks of an event so long as the area is found to be in satisfactory condition following the event. If the area is found not to be in satisfactory condition you will be informed and the deposit will be forfeited.
5. Forms can be submitted by emailing office@apostlesucc.org, by mailing to the church "Attn: Administrative & Communications Coordinator," or by dropping off at the church office during regular business hours.
6. Payment can be made by check payable to "Church of the Apostles" or electronically at secure.myvanco.com/YGMP/home using the "Facility Usage" payment option.
7. A charge of \$35 will be incurred on any NSF (non-sufficient funds) checks.
8. If the church needs to close for inclement weather or some other emergency reason, you will be given the option to reschedule or be refunded all payments and security deposits. Please check WGAL and our Facebook page for closing alerts. Note: if Hempfield School district is closed due to the weather, we are also closed.
9. Refunds will be given in full up to one week prior to the event and 50% up to the day before the event. No refunds will be granted for cancellations made the day of the event except for public emergencies or other approved extenuating circumstance.
10. Events utilizing the Sanctuary, Parlor, or Fellowship hall may need to be cancelled due to scheduling of funeral services. Every attempt will be made to schedule around existing events. Events cancelled due to funerals will have the option of rescheduling or being refunded in full.

## **AGREEMENT**

1. *By signing this Waiver and Release of Liability (Agreement), I waive and release Church of the Apostles and Apostles Community Preschool, its agents, servants, employees, insurers, successors and assigns from any and all claims, demands, causes of action, damages or suits at law and equity of any kind, including but not limited to claims for personal injury, property damage, medical expenses, loss of services, on account of or in any way related to or growing out of my presence or involvement at the facility.*

*This waiver and release is intended to and does release Church of the Apostles and Apostles Community Preschool from any and all liability for damages or injuries on account of or in any way related to or growing out of my negligence, the negligence of third parties and Church of the Apostles and Apostles Community Preschool's negligence. This is not intended to release Church of the Apostles and Apostles Community Preschool from any liability resulting from their intentional conduct.*

*I further covenant and agree not to institute any claims or legal action against Church of the Apostles and Apostles Community Preschool for any claim released by this Agreement. I further agree that should any claim be made against Church of the Apostles and Apostles Community*

*Preschool in contravention of this Agreement, including but not limited to derivative claims, I will protect, defend and completely indemnify (reimburse) Church of the Apostles and Apostles Community Preschool for any such claim and expenses including attorney's fees and costs incurred by Church of the Apostles and Apostles Community Preschool in defending themselves or security indemnity hereunder.*

2. *I understand that Church of the Apostles and Apostles Community Preschool is not responsible for any lost, stolen, or damaged valuables or property.*
3. *I acknowledge that I have received and read a copy of the current rules and regulations governing the use of the facility. I agree that I will fully comply with all rules and regulations and with any amendments.*
4. *I understand that the responsibility to obtain liability and property insurance is upon me. It is not the duty or responsibility of The Church of the Apostles, UCC to insure my use of the facilities. I agree to provide a current Certificate of Insurance to the church naming the church as "Additional Insured" with respects the use of the premises. Corporations or other organizations shall maintain a General Liability limit of insurance of at least \$1,000,000 each occurrence. Individuals shall maintain Personal Liability insurance with a limit of at least \$300,000 each occurrence.*
5. *I acknowledge that to the extent that I am signing as an individual or a group of individuals, and not a corporation or other business entity, each individual's homeowner's insurance and/or health insurance shall be the primary insurance to the extent that one of the individuals is injured while on the church premises or, is negligent in causing bodily injury to another person or damage to the property in the course of their use of the premises.*
6. *I agree to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in The Church of the Apostles, UCC's locale including but not limited to compliance with Pennsylvania Child Protective Services Laws; I will not engage in any activities in violation of such laws, ordinances, rules and regulations.*
7. *I agree to pay in full any additional charges incurred during the event within 3 weeks of receiving final invoicing.*

*I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue Church of the Apostles and Apostles Community Preschool for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of the Agreement and its terms and conditions, as determined by Church of the Apostles and Apostles Community Preschool, will void and terminate this Agreement and may result in loss of the ability to use the facility.*

*I am signing this Agreement freely, voluntarily and competently and am at least eighteen (18) years of age.*

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Payment Details**

Usage Fee Amount (including equipment) \$ \_\_\_\_\_ Security Deposit Amount \$ \_\_\_\_\_

Payment included - check #: \_\_\_\_\_

Payment made electronically - date submitted: \_\_\_\_\_

If different than self, Security Deposit is to be refunded to (name): \_\_\_\_\_

Address: \_\_\_\_\_

## **Facility Use Fee Schedule\*\***

***All facility usage requires a 2 hour minimum unless otherwise negotiated. Security deposits are required unless the total usage fee is \$75 or less. Security Deposits are calculated at one-half the rental fee unless a specific security deposit fee is listed below. Security Deposits for non-profits are to be calculated without the non-profit rate.***

### **Church Education Wing** (20-25 capacity range)

\$15 per room per hour – 2 hour min

### **Fellowship Hall** (maximum 200 people)

\$40 per hour – 2 hour min

### **Sanctuary** (maximum 400 people)

\$60 per hour – 2 hour min

### **Youth Center** (maximum 50 people)

\$60 per hour – 2 hour min

\$300 per day

\$1,200 per week, daytime only

### **Kitchen**

*If space only used for a prep area*

\$15 per hour – 2 hour min

\$75 refundable security deposit

*If kitchen appliances are to be used*

\$25 per hour – 2 hour min

\$150 refundable security deposit

### **Rader Park Pavilion** - Includes use of 10 eight person tables & 2 propane grills

\$150 per day

\$100 refundable security deposit

(Recommend bringing a backup propane tank for anyone utilizing the grills)

### **Additional Equipment** (*listed per item, per event unless otherwise noted*)

Sanctuary AV System - \$30 per hour

Sound Booth Operator - \$25 per hour

Upright Piano - \$20

Portable Sound System - \$15 (2 speakers & a mic)

Projector – \$15

Portable Screen - \$5

TV - \$10 (options: 25" vcr / dvd combo; 20" vcr / dvd combo built in; 31" vcr / dvd combo)

DVD Player - \$10

Easel - \$5

Tables - \$5 each

### **Non Profit Rate:** rates reduced by 50%

Non-Profit Discount only applied to building usage, additional equipment at full price.

*\*\*Event pricing is subject to availability, event type, church policies, and approval of specific requests.*

### **Facility Usage – Internal Use Only**

**I. Completed Registration**

Event Request Form Received on: \_\_\_\_\_

Payment Received on: \_\_\_\_\_  Check#: \_\_\_\_\_  Electronic Payment

Fee / Donation Amount: \_\_\_\_\_ Security Deposit Amount: \_\_\_\_\_

Additionally Insured Receive on: \_\_\_\_\_ or N/A because: \_\_\_\_\_

ServSafe Certification Receive on: \_\_\_\_\_ or N/A because: \_\_\_\_\_

**II. Standard Approvals:**

- Scheduling:  Date(s) & Time(s) Available  Reserved on Calendar  
 Event Fee Payment Correct  Security Deposit Correct  
 Nonstandard Approvals Needed & Highlighted or Circled  
 Only Standard Approvals Needed

\_\_\_\_\_ Date \_\_\_\_\_  
Administrative & Communications Coordinator

- Logistics:  Availability of Space & Equipment Confirmed  Setup Needs Agreed Upon  
 Sanctuary AV Operator Secured (*if needed*)

\_\_\_\_\_ Date \_\_\_\_\_  
Property Manager

**III. Non-Standard Approvals: (circle each needing a check mark and signature)**

- Liability:  Insurance **Not** Required  Safe Serve **Not** Required  
 Child Safety Policy **Not** Required (for events where minors are present)  
 Are individual liability waiver forms required: Yes / No  
 Approved non-standard payment of: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
Property Chairperson

- Sanctuary:  Use Authorized as Requested  Use **Not** Authorized

\_\_\_\_\_ Date \_\_\_\_\_  
Music Director

- Purpose:  Event aligns with the Mission, Vision, and Values of the Church  
 Approved non-standard payment of (*listed in liability section*)

\_\_\_\_\_ Date \_\_\_\_\_  
Senior Pastor



IV. **Additional charges for items requested during the event**

Explanation of charges: (Attach organization signed authorization form)

Total Additional Fees: \_\_\_\_\_

Organization Invoiced on: \_\_\_\_\_ by: \_\_\_\_\_

Final payment received on: \_\_\_\_\_  Check#: \_\_\_\_\_  Electronic Payment

V. **Security Deposit** (if applicable)

Space evaluated on: \_\_\_\_\_ By: \_\_\_\_\_

Satisfactory - Deposit of: \_\_\_\_\_ Mailed on : \_\_\_\_\_ Check#: \_\_\_\_\_

Unsatisfactory - Contact informed on: \_\_\_\_\_ By: \_\_\_\_\_

Reason (Attach images): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

VI. **Cancelled Events** (if applicable)

Cancelled by:  Event Organizer  Church Date Cancellation Occurred: \_\_\_\_\_

Cancellation Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Refund Amount:  100%  50%  0%  Rescheduled at no additional fee

Total Refund of: \_\_\_\_\_ Mailed on : \_\_\_\_\_ Check# : \_\_\_\_\_

VII. **Additional notes for future reference**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Liability Coverage Determination – Internal Use Only**

1. **Insurance** (naming COA additionally insured)
  - a. Required of:
    - i. Every group that carries insurance
    - ii. Named organizations
    - iii. Any physical activity or other higher risk
  - b. Not Required of
    - i. Small group meetings
    - ii. Low risk family parties/events
  
2. **Individual Liability Release Form**
  - a. Required for particularly hazardous attraction such as a bounce house or animal/amusement rides
  
3. **ServSafe** (regarding kitchen use)
  - a. Required for
    - i. All organizations
    - ii. Public events
    - iii. When items are being made for sale or distribution to others
  - b. Not required for
    - i. Family parties/events
    - ii. Small closed group activities
  
4. **Child safety policy** (regarding activities involving minors)
  - a. Required for
    - i. All organizations
    - ii. Public events
  - b. Not Required for
    - i. Family parties/events

**Exclusions to Published Pricing – Internal Use Only**

1. **Donation Based Usage For:**
  - a. Non-profit Campus Partners (unless an extended event),
  - b. UCC affiliated churches & organizations,
  - c. Other Property Commission & Senior Pastor approved events