



Church of the Apostles, United Church of Christ

“Inclusive Refuge ~ Compassionate Justice ~ Environmental Advocacy”

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 #: _____

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: PA State Child Abuse Clearances? PA State Criminal Checks?

***Please note we will ask for copies of Clearances**

Single Occurrence Event

Event Date: _____ Start Time (Including Set Up): _____

End Time (Including Tear Down): _____

Recurring Event *(use a separate sheet as needed)*

First Event Date: _____ Last Event Date: _____

Recurrence Pattern: _____

Start Time (Including Set Up) : _____ End Time (Including Tear Down): _____

Facilities Requested (check all that apply):

Fellowship Hall Kitchen Pavilion 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

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

Description of any decorations or signage planned for the event (pending approval): _____

All events hosted at Church of the Apostles are listed on a public calendar.

Please confirm the following details:

1. Is your event open to the public? Yes / No
2. Is there a registration fee? Yes / No If yes, how much? _____
3. Is there a designated contact person or website for registration? If so, please provide the details

here: _____

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, see page 2.
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 replenishment 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 Fellowship Hall, Narthex and Youth Center.
13. Free Wi-Fi is available for all visitors of Church of the Apostles UCC. Simply connect to the network "**VisitorWifi**". No password is required; however, you will be prompted to agree to our terms and conditions before gaining access to the internet.
14. A separate set of guidelines applies to the use of the church kitchen. If you have opted to include kitchen use as part of your rental, the kitchen guidelines will be sent to you via email (using the address provided on the first page of your rental agreement) for review and signature.

Guidelines for Church of the Apostles Kitchen Use

1. **Serv-Safe Certification is required**, except for small family gatherings.
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 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 purses or other non-food items on the countertops.
7. Turn on the water heater located by the dishwasher.
8. Wear hair/ beard protection and 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 food, wipe all counters and appliance 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 it when leaving the prep area or going to the restroom. Do not wipe your 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 water heater.
 - f. Remove laundry in the basket underneath the 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.

Please Print Name

Date

Rental Agreement

1. All forms and payments are due a **minimum** of two weeks or 10 business days before the start of any event. Internal processing takes a minimum of 5-10 business days. All events are processed in the order in which they are received.
2. Events utilizing the Sanctuary, Parlor, or Fellowship Hall may need to be canceled due to the scheduling of funeral services. Every attempt will be made to schedule around existing events. Events canceled due to funerals will have the option of rescheduling or being refunded in full.
3. Event space is only reserved based on availability and 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.
4. Any additional expenses incurred outside of those included in the 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 the security deposit when applicable.
5. 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.
6. Forms can be submitted by emailing **office@apostlesucc.org**, by mailing to the church "Attn: Communications Coordinator," or by dropping off at the church office during regular business hours.
7. 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. Please note that a **3% processing fee** is requested for all online payments to offset the transaction costs.
8. A charge of \$35 will be incurred on any NSF (non-sufficient funds) checks.
9. 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.
10. Refunds will be given in full up to two weeks prior to the event and 50% up to 2 days before the event. No refunds will be granted for cancellations made 24 hours before the event except for public emergencies or other approved extenuating circumstances.

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

Facility Use Fee Schedule**

All facility usage requires a 2 hour minimum unless otherwise negotiated. Security deposits are required for first time renters and are calculated at one-half the rental fee unless a specific security deposit fee is set by the church. Security Deposits for non-profits are to be calculated without the non-profit rate.

| | Running Total |
|---|----------------------|
| Church Education Wing (20-25 capacity range) \$20 per room per hour – 2 hour min | _____ |
| Fellowship Hall (maximum 150 people) \$50 per hour – 2 hour min | + _____ |
| Sanctuary (maximum 400 people) \$70 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 – Includes use of all kitchen appliances \$20 per hour – 2 hour min | + _____ |
| Rader Park Pavilion - Includes use of 10 eight-person tables & 2 propane grills \$200 per day (9A-9P) \$30 per hour – 4 hour min <input type="checkbox"/> Please check here if you will be using the propane grills | + _____ |
| Additional Equipment (<i>listed per item, per event unless otherwise noted</i>) | |
| <input type="checkbox"/> Sanctuary AV System - \$30 per hour | + _____ |
| <input type="checkbox"/> AV (Circle Each Needed) (TV & DVD Player) (Projector & Screen) (Sound System) - \$20 Each | |
| <input type="checkbox"/> Round or Banquet Tables (Includes seating for 8) - \$5 Each x _____ | |
| <input type="checkbox"/> Upright Piano (for Fellowship Hall) - \$20 | + _____ |
| <u>Non-Profit Rate:</u> rates reduced by 50% | |
| Non-profit discount only applied to building usage, and additional equipment at full price. | - _____ |

Payment Details

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

Payment included - check #: _____

Payment made electronically (add 3% fee) - date submitted: _____

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

Address: _____

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 Received on: _____ or N/A because: _____

ServSafe Certification Received 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 Sanctuary AV Operator Secured (*if needed*)
 Are individual liability waiver forms required? Yes / No
 Are PA State Clearances Required? Yes / No

_____ Date _____
Communications Coordinator

Logistics: Set up Needs Agreed Upon Arranged for Door Access/Lock-Up
_____ Date _____
Property Manager

III. Non-Standard Approvals: (circle each needing a checkmark and signature)

AV Operator: Agreed to Operate AV System during Event(s)
_____ Date _____
AV Operator

Sanctuary/Choir Room: 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 under fee/donation amount*)
 PA State Clearances for working with children checked

Senior Pastor / Church Administrator

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