

FACILITY USE APPLICATION

Name of Group Applying for Building Use: _____

Group Contact Person – Name: _____

Title: _____

Mailing Address: _____
PO BOX/STREET ADDRESS SUITE#

_____ CITY STATE ZIP

Phone: _____ (work)

Phone: _____ (cell)

Email: _____

1. **Activity or Event:** _____

Date(s) and Times Requested (include adequate time for set-up and clean-up):

2. **Is the group a Non-Profit Organization?** Yes No

If yes, please attach a copy of your IRS Determination Letter to this application

3. The United Churches of Olympia **requires proof of insurance from rental groups**. Your group will need to provide a certificate of insurance from your insurance company specifically naming The United Churches at our street address as an additional insured party.

4. **Please indicate Rooms/Needs requested** - See Rental Rates Sheet for fees and occupancy limits

RENTAL NEEDS/ ROOM REQUESTED	PARTIAL DAY USE – under 4 hrs. (Enter Start and End Time)	FULL DAY USE – 4+ hrs. (Enter Start and End Time)
Sanctuary		
Chapel		
Fireside Room/Kitchenette		
Library		
Social Hall (lower floor)		
Main Kitchen (lower floor)		
Grand Piano – Sanctuary		
Grand Piano – Chapel		
Event Coordinator *		

** The Event Coordinator fee is required for 1) all advocacy groups, 2) groups needing sound equipment and 3) groups of 100+*

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5. **ADA ACCESSIBILITY:** The United Churches is ADA accessible but does not have an elevator. If using both floors, those with mobility issues using wheelchairs, canes, walkers, etc. will need to go outside and around the building using separate entrances to avoid using stairs. Please keep this in mind when planning your event.
6. **Is this reservation for an Advocacy Group?** **Yes** **No**
All advocacy/lobbying groups are **required** to pay the **Event Coordinator Fee** and will plan their event through the church's on-site Event Coordinator.
7. **Number of Participants Expected:** _____ **Coordinator Needed?** **Yes** **No**
All groups between **100 and 200** are **required** to pay the **Event Coordinator Fee** and will plan their event through the church's on-site Event Coordinator. Our building cannot accommodate groups over 200 people.
8. **Will there be food and beverages served?** **Yes** **No**
(Food and Beverages are **not allowed** in the Sanctuary)
9. **Will your group be hiring a caterer?** **Yes** **No**
Please have the caterer contact the church Event Coordinator in advance regarding logistics of unloading/ loading vehicles and parking as well as set-up for event.
10. **Will you need to use the church's sound equipment?** **Yes** **No**
- Projection screens owned by the church are available with advance request.
 - Visual projection equipment must be provided by the user group.
 - Use of church amplifiers, speakers, and microphones (available only in the Sanctuary, Chapel and Social Hall) **requires the church's Event Coordinator** to set up and operate during your event (additional fees apply).
11. **Will you need to use the church's piano?** **Yes** **No**
- There is an **additional \$50 fee** for use of the piano.
 - The pianos and piano benches are to be protected at all times. No drinks, food, or any object shall be placed upon them.
 - Only adults and children trained to play the piano are permitted to use the pianos.
 - The pianos may only be moved by church staff. If you have requested use of either piano, please specify the location requested and the piano will be moved prior to your arrival.
 - Our pianos are tuned regularly. If you wish to have instruments tuned, they will be tuned at your expense preferably by our contracted technician. No instruments should be moved except by permission from the Music Director.

This is a contract to rent building space at The United Churches of Olympia, 110 11th Avenue SE, Olympia, Washington 98501. In exchange for the total fee listed on the Facility Use - Rental Rates document, the United Churches of Olympia ("The Church") agrees to allow use of our facility, on this/these dates: _____ to the party paying fees ("User Group"):

Please read and acknowledge your agreement by initialing next to each provision. **AGREEMENTS WITHOUT all provisions initialed WILL NOT BE ACCEPTED. This Agreement must be signed by both parties to be valid.**

CONDITIONS AND TERMS OF AGREEMENT:

- _____ **1. PARKING IS NOT INCLUDED.** There is NO parking availability at the church. Church parking lots are leased to monthly parking tenants and reserved for church members attending church meetings and events. The parking lots are monitored daily, and violators will be ticketed and towed. **LET YOUR GROUP KNOW BEFORE YOUR EVENT, so they can plan on finding street and public parking.** Mobility needs and staff parking can always be discussed in advance with the Event Coordinator. Hired buses may park on Washington Street or on the Capitol Campus.

- _____ **2. User Fees Shall be Paid by User Group in Timely Manner – User Group agrees to pay the User Fee two weeks (14 calendar days) prior to the event date, or immediately, if this facility use agreement is signed less than one week before the event date.** If payment is not made in a timely manner, this agreement is cancelled, and the requested space will be made available for other user groups.

- _____ **3. Facility Use Agreement Limited to Space Requested** - Use of the building by the User Group will be restricted to the room(s) requested. Other groups may be using other adjacent spaces and sharing facilities (restrooms, hallways, etc.) at the same time. **User Groups will work with the Event Coordinator for room set-up before the event as well as assist in the breakdown of the room after the event. The Cleanup Checklist must be completed and turned in, in order to receive return of the deposit fee.**

- _____ **4. Limitation of Liability - The United Churches of Olympia, its employees, officers, and members will not be held liable** for accident or injury incurred on the Church property due to the negligence, fault, or malfeasance of event participants or third parties during tenant meetings or events. The User Group has contacted their insurance company and received a Certificate of Insurance confirming coverage, which includes The Church name and address, a copy of which has been attached to this rental contract.

- _____ **5. Cost of Repair or Replacement will be Paid by User Group – User Group agrees to pay for the actual cost of repair or replacement for any damages** caused to The Church buildings or their contents (including furnishings and musical instruments) by occupation or use of the space. The \$250 damage/cleaning deposit will be applied, and the group will be responsible for the remaining balance of damage repair.

- _____ **6. Church Cancellations – If the church must cancel the User Group reservation because of any reason (e.g., unexpected weather events, destruction or damage to church property, unplanned church function such as a memorial service), all fees and deposit will be refunded to the User Group.** The church will be closed to user groups on all Fridays, Saturdays, Sundays and Holidays.

- _____ **7. User Group Cancellation Required One Week in Advance** – User Group agrees that any cancellation of its rental reservation must be received one week (7 calendar days) in advance of the rental date. Failure to notify The Church within one week will result in forfeiture of the deposit fee amount. *Cancellation notice within 24 hours of the day of the reservation will result in liability for payment of the full rental fee amount.* All cancellation notices should be in writing physically delivered to the church office during office hours, or via e-mail to: rentals@theunitedchurches.org
- _____ **8. Coffee/Beverage Service**- Coffee, tea and beverage service is not provided with this agreement. The User Group may use The Church’s coffee-making equipment but agrees to provide their own coffee supplies (e.g., coffee, cups, creamer) and thoroughly clean the equipment after use. Use of or disturbing other church hospitality supplies or refreshments stored on countertops or in refrigerators is prohibited. **Catering is allowed with Event Coordinator approval.**
- _____ **9. Respect Church Property** - Please remember that you are using space in a church, not a secular conference center. The primary purpose of this building and property is as a house of religious worship, fellowship, and spiritual gathering, and there may be activities of a religious nature occurring in another part of the building where your group is meeting. The User Group agrees to be respectful of church activities, sacred spaces, and other groups present in the building. **No PETS allowed and only service animals per RCW 49.60.040** will be permitted in the facility.
- _____ **10. Fragrance-Free Facility** - We are a fragrance-free facility so please notify attendees to refrain from wearing or be conscious of excess cologne, perfume, after-shave lotion, perfumed hand lotions, fragranced hair products and/or other similar products. Thank you for your consideration.
- _____ **11. Refundable Cleaning and Reservation Deposit** – The \$250 deposit will be returned in the mail to the address on this agreement **after the group has turned in a completed Cleanup Checklist** and The Church has determined it to be **returned to the condition it was in prior to the event.**
- _____ **12. Music Policy** - The pianos and piano benches are to be protected at all times. No ~~drinks~~ food, or any object shall be placed upon them. Only adults and children who have been trained to play the piano are permitted to do so. The pianos may only be moved by church staff. If you have requested use of either piano, please specify the location requested. Our pianos are tuned regularly. If you wish to have instruments tuned, they will be tuned at your expense preferably by our contracted technician. The instruments may not be moved except by permission from the Music Director.

I am an authorized representative of my group, and my group agrees to comply with all of the above provisions of the **TERMS OF AGREEMENT FOR FACILITY USE AT THE UNITED CHURCHES OF OLYMPIA.**

Dated: _____ Signature: _____

Print Name and Title: _____



Group Name: _____
Contact Phone: _____
E-mail: _____
Mailing Address: _____

Please e-mail your completed and signed application to:
rentals@theunitedchurches.org

or mail to: The United Churches of Olympia
110 11th Ave SE
Olympia, WA 98501-2259

When we receive your completed Facility Use Application, Rental Rates sheet, Certificate of Insurance, refundable damage deposit and if applicable, copy of your 501(c)(3) letter, you will receive a completed copy of the Facility Use Application, signed by both parties, with a letter confirming your reservation.

Thank you for your interest in renting space at The United Churches!

-----THIS SECTION FOR CHURCH USE ONLY-----

The required certificate of insurance, specifically naming The United Churches of Olympia with its address as an additional insured under Tenant's insurance, has been provided by the User Group. [] No [] Yes

If no, please state reason why: _____

Approved by: _____ Date: _____
Signature of Church Event Coordinator / Authorized Representative

Printed Name and Title: _____

- Required Documents Received: _____ \$250 Refundable Damage and Reservation Deposit
_____ Copy of 501(c)(3) Determination letter
_____ Insurance Certificate provided by tenant's insurance company