

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 requested** – See Rental Rate 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		

5. **ADA ACCESSIBILITY:** United Churches is continually seeking to make our facility accessible to everyone who enters. We have three accessible parking spaces, ADA entry points for the upper and

lower floors, and accessible bathrooms including an ADA accessible all-gender restroom and an elevator to assist those who are mobility impaired.

6. **Is this reservation for an Advocacy Group?** Yes No
All advocacy/lobbying groups are **required** to pay the **Facility Maintenance Coordinator Fee** and will plan their event through United’s on-site Facility Maintenance Coordinator.
7. **Number of Participants Expected:** _____ **Coordinator Needed?** Yes No
All groups between 100 and 200 are **required** to pay the **Facility Maintenance Coordinator Fee** and will plan their event through United’s on-site Facility Maintenance Coordinator. Our building cannot accommodate groups of 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 United’s Facility Maintenance Coordinator in advance regarding logistics of unloading/ loading vehicles and parking, as well as set-up for event.
10. **Will you need to use United’s sound equipment?** Yes No
- Projection screens owned by United are available in the Fireside Room and Social Hall. If you require a projector screen in another room, please contact the Facility Maintenance Coordinator two weeks prior to your rental date. Visual projection equipment must be provided by the user group.
 - Use of church TV’s, amplifiers, speakers, and microphones (available only in the Sanctuary, Chapel and Social Hall) **requires United’s Facility Maintenance Coordinator and/or Media Technician** to set up and operate during your event (*supplemental information required and additional fees apply*).
 - If you require additional support with AV or would like to have video conferencing please contact the Media Technician two weeks in advance.
11. **Will you need to use United’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 by our contracted technician. No instruments should be moved except by permission from United’s Music Director.
12. **Will you need to use the hearing assist system in the Social Hall?** Yes No

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 above in the Rental Rates section, the United Churches of Olympia (“United”) agrees to allow use of our facility, on this/these dates:
_____ to the party paying fees (“User Group”): _____



FACILITY USE – RENTAL RATE SHEET

Rooms Available	Partial Day Use Fee (4 hours & Under)	Full Day Use Fee (over 4 hours)	Fee Estimate
<u>Main Floor</u>			
Sanctuary			
Under 100 people	\$260.00	\$412.00	_____
101-200 people	\$310.00	\$465.00	_____
Chapel * 45 at tables <input type="checkbox"/> ; 60 in chairs <input type="checkbox"/>	\$100.00	\$155.00	_____
Fireside Room * 20 at tables <input type="checkbox"/> ; 40 in chairs <input type="checkbox"/>	\$80.00	\$100.00	_____
Library * 6 at table <input type="checkbox"/> ; 12 in chairs <input type="checkbox"/>	\$25.00	\$40.00	_____
<u>Lower Floor</u>			
Social Hall * 100 at tables <input type="checkbox"/> ; 150 in chairs <input type="checkbox"/>	\$155.00	\$210.00	_____
Main Kitchen near Social Hall (Cooking/Dishwasher/ Refrigerator/Counter use)	N/A	\$155.00	_____
<u>Additional Equipment & Coordinator Fees</u>			
Grand Piano Rental (Sanctuary or Chapel)	\$50.00		_____
United Facility Coordinator – Required for:			
• Groups of 100+;			
• Groups requiring use of sound equipment; &	\$130.00	\$130.00	_____
• All Legislative Advocacy Groups			
<i>* Note: # of individuals listed per room is the max number of people allowed. Check the box if you need tables or chairs only.</i>			
TOTAL AMOUNT DUE			\$ _____

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 UNITED. 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.** ADA parking is available with proper placard and staff may park temporarily in a designated “Church” spot when unloading and loading and then move their vehicle. Hired buses may park on 11th Ave to unload and then park for the day on Deschutes Parkway around Capitol Lake for free.

- _____ **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. Payment may be made by check or EFT. Payment by EFT will incur an extra 3% charge for processing. To make an EFT payment, visit: <https://onrealm.org/UnitedChurchesOlympia/> and select Give Online.
 - a. Choose the fund “Facility Use”.
 - b. In the memo field, write the name of your organization.
 - c. The EFT payment must include the additional amount prompt to offset processing costs.
 - d. Fill out card details or ACH information and click Give at the bottom of the screen.

- _____ **3. Facility Use Application 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 are expected to set up and break down tables and chairs for their event. User groups are expected to clean up during and after their event.

- _____ **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 UNITED 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 United 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 UNITED buildings or their contents (including furnishings and musical instruments) by occupation or use of the space.

- _____ **6. Church Cancellations – If United 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 will be refunded to the User Group.

- _____ **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. *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 United 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 UNITED’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 Facility Maintenance 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 are 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. Gun-Free Facility** - Believing a gun-free environment is best for the safety and the spiritual framework for our congregational life and mission, the United Churches of Olympia (UNITED) declares its physical premises to be a gun-free zone. UNITED supports thoughtful and common-sense steps to reduce the threat of gun violence within our neighborhood, community, and congregation. UNITED does not oppose gun ownership. However, we do believe excluding firearms here assists in creating and supporting an environment that increases safety for all. On-duty law enforcement officers are exempt from this policy.
- _____ **12. Safety and Security** - To help protect everyone’s safety, UNITED asks that groups do not prop doors open except while actively loading or unloading. After everyone has gathered for your meeting, please make sure all entrance and exit doors are closed and unpinned. If attendees need to come and go throughout the day, please assign a volunteer to monitor the entrance. Before leaving UNITED, confirm that all exterior doors are fully closed and secure.
- _____ **13. Music Policy** - The pianos and piano benches are to be protected at all times. No food or drinks, 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 any 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 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 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., STE 210
Olympia, WA 98501-2259

When we receive your completed **Facility Use Application, Certificate of Insurance**, 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 of Olympia!

-----**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 United’s Facility Maintenance Coordinator / Authorized Representative

Printed Name and Title: _____

Required Documents Received: _____ Facility Use Application
_____ Copy of 501(c)(3) Determination letter
_____ Insurance Certificate provided by tenant’s insurance company