

The United Presbyterian Church of Seattle (UPCS)

FACILITIES USAGE AGREEMENT

(Non-Profit Organization)

The UPCS hereby authorizes _____ (hereinafter

“User” to use the following room(s): _____

for the event entitled _____

on _____, pursuant to the following conditions and charges.

The space costs are payable in advance and a Certificate of Insurance, naming The United Presbyterian Church of Seattle (UPCS) as additional insured, must be filed in the UPCS Administration Department BEFORE the room can be reserved.

Facility User Information	
Name of organization/person:	Times of Event:
Contact Person:	Purpose of Event:
Address:	Remarks:
Phone:	
Number of Participants:	

Actual Cost to UPCS for Usages

(Check all applicable uses)

Main Building		Vision Dream Center (VDC)
_____ Main Sanctuary	400.00	_____ Gym 100.00/hr* . max.400/day
_____ Audio/Video	300.00	_____ Audio/Video
_____ Fellowship Hall	300.00	_____ Equipment Use
		300.00
_____ Fellowship Hall		_____ Dining Room W/Kitchen
W/Kitchen	400.00	300.00
		_____ Vision(Dream) Hall
_____ Main Sanctuary		200.00
cleaning Fee	100.00	_____ Conference Room
		200.00
		_____ Gym cleaning fee
		100.00

* Sports

All charges are at the sole discretion of the UPCS. If the user damages facilities,
The price of repair will be added onto the final bill.

The UPCS acknowledges receipt of \$ _____ as advance payment/deposit for facilities use.

This agreement entered into between the UPCS and the User this _____ day of _____, _____

Administrator: _____ Designated Department Head: _____
Indemnification & Hold Harmless Agreement

In order to induce The United Presbyterian Church of Seattle (UPCS) to grant temporary usage of their facilities to _____ and the _____, the undersigned does hereby agree to indemnify and hold harmless THE UNITED PRESBYTERIAN CHURCH OF SEATTLE, its officers, agents, and employees from any and all claims of liability of any nature whatsoever for the injury to or death of any person, or loss of or damage to any property, real or personal, including reasonable attorney's fees and costs, arising out of or occasioned in any manner by reason of use of the UPCS's facilities located at 8506 238th Street SW, Edmonds, Washington on _____/_____/_____, provided that with respect to injuries, death, loss, or damage resulting from the concurrent negligence

- a) of the UPCS's agents or employees, and
- b) of the undersigned, or the undersigned's agents or employees,

this agreement is valid and enforceable only to the extent of negligence attributable to the undersigned. The undersigned waives immunity under RCW Title 41, the Industrial Insurance Act, and similar statutes, for purposes of this agreement only and acknowledges that this waiver has been specifically negotiated.

I, _____ (print name), hereby certify that I am duly authorized to execute this agreement.

Signed: _____ Title: _____ Dated: ____/____/____
 (Officer of requesting organization)

Agreement accepted by the United Presbyterian Church of Seattle		
By: _____	_____, _____	Dated: ____/____/____
Pastor	Administrator	

UPCS will process this document upon receipt of your signed copy and return one copy

The United Presbyterian Church of Seattle
 8506 238th Street SW
 Edmonds, WA 98026-8939
 (425) 776-2711; FAX (425) 774-2499

Office use only	
Total room charge:	
Service charges:	
Sub Total:	
Less Advance Pmt:	
Total Due:	

CHECKLIST FOR GROUPS QUALIFYING FOR USE OF
THE UNITED PRESBYTERIAN CHURCH OF SEATTLE
FACILITIES

1. **Advertising** - All advertising materials for events held at the UPCS must be proofread by the Senior Pastor Philip Jang, before distribution. All advertising materials for events at the UPCS must include the following disclaimer:

“[User] is not a ministry of The United Presbyterian Church of Seattle but a guest of the UPCS. Views expressed by [User] may not necessarily be those of the UPCS.”
2. **Mission Statement** - The Mission Statement and Statement of Faith of The United Presbyterian Church of Seattle must be considered in all outside use of the facilities.
3. **Who May Rent Facility** - The UPCS facility may be rented out to religious groups or functions sponsored by a church, civic and service organization (non-profit), religious groups that will give the UPCS an opportunity to reach out and witness to others.
4. **Music and Drama Events** - Music and drama events may be held at the UPCS including church and religious concerts, civic and university events, etc. However, only music approved by the Music Department will be allowed.
5. **Fund Raisers** - No fund raising events unless specifically authorized by the Session.
6. **Denied Use** - Any group not meeting qualifications 1 through 5 above will be denied use of the facilities.
7. **UPCS Will Provide** - Upon request, the UPCS will make available serving tables, chairs, and lecterns.
8. **UPCS Will Supply** - The User will be responsible to supply all food, beverages, coffee, condiments, tableware, tablecloths, flatware, etc.
9. **Prohibited** - No smoking or use of alcoholic beverages or drugs is allowed on the UPCS property. Food and beverages are permitted only in the Foyer, Gym, Kitchen, and Fellowship Room.
10. **Maintain Premises** - The User agrees to maintain the facility in as clean as manner as possible. The User agrees to remain in the area of activity designated by this Agreement only and will not wander through the rest of the facility. The User agrees to be sensitive to other activities taking place in the same time frame in other parts of the facility.
11. **Chaperones** - Chaperones must accompany all youth groups at a ratio of at least 1 to 12. The nursery is not provided for guest using the facilities.
12. **Security & Traffic Control** - Security and traffic control will be required for groups of 800 or more.

13. **Deposit** - The User agrees to pay a security deposit of \$300.00 which will be refunded to the User or applied to User's balance if the above conditions have been fulfilled and there is no outstanding loss or damages.
14. **Weddings** - The User agrees to schedule wedding service, rehearsal, and decoration times through the UPCS office no less than 2 months before the wedding date. If the User will be holding a reception at the UPCS, that along with any decoration and clean-up must also be scheduled through the UPCS office no less than 2 months ahead of time. Any changes to the schedule must be approved through the UPCS office.
The User agrees to not permit the throwing of rice, showering confetti, or any such other wedding traditions that would necessitate prolonged and extra clean-up. Also, the User agrees to restrict the use of candles to the lighting of the unity candle. Finally the User agrees to be mindful of the fact that the wedding service is a worship service, and that only Christian worship music will be used during the course of the service.
15. **Sports** - The User is responsible for maintaining the safety of all of its participants, including providing clear safety guidelines and supervision during the course of any sporting event. The User is also responsible for providing the UPCS office with a waiver of liability for each participant.

The User Agrees to all of the conditions contained in this document.

Signed: _____
Name

Titled: _____
(Officer of requesting organization)

Dated: _____ / _____ / _____

NOTE

Before a group will be considered a User, approval must first be obtained by a designated Department Head or the UPCS Office.